

ARIES VINCENT DAJAY

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SUMMARY

Detail-oriented professional with over three years of experience providing WordPress development to project management. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

WORK EXPERIENCE

Part-time IT Instructor, St. Cecilia's College - Cebu, Inc **Mar 2024 - Present**

- Teach students IT-related courses in the IT department

Freelance WordPress Developer, Sitrova Innovations **Feb 2024 - Present**

- Design and Develop WordPress websites and Wix site based on client specifications from wide-range of clients and niches.

Webmaster, iVon Digital LLC **Feb 2022 - Feb 2024**

- Create and install WordPress instances. Maintain and design websites. Configure web hosting/cPanel and purchase domain names
- Worked with Digital Marketing tools such as GHY for designing and automation.

Web Developer, GLOM Media Agency Corp. **Apr 2021 - Jul 2023**

- Design websites using WordPress and assisted CEO with managing projects and clients
- Fix SEO issues such as on-page and technical SEO

Modification Specialist, Newfold Digital Inc. **Oct 2019 - Mar 2021**

- Re-design and develop websites using our in-house website builder tools called SiteBeat and maintain WordPress websites
 - Configure domain and web hosting
 - Doing outbound calls to better provide customer service and asking them questions based on their modification requests
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EDUCATION

Bachelor of Science in Information Technology **Jun 2015 - Mar 2019**

St Cecilia's College - Cebu, Inc.

- CHED Scholar Graduate
 - Best in Web Development awardee
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KEY SKILLS

- HTML, CSS, JavaScript, and PHP
- Laravel
- WordPress
- APIs and SQL
- Data Analysis
- Digital Marketing Tools such as GHY
- Git and Github
- Problem solving.
- Google Workspace Tools
- Customer service.
- Attention to details.