

IAN GLEINNE D. DATULIMBAC

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Detail-oriented WordPress Developer, seeking to use proven WordPress development and other online software skills. Has experience building WordPress websites for several companies where I also customized features using HTML, CSS, and Javascript. Also has experience being a web developer for a SAAS company which specializes in building responsive websites using the best web development practices. Also has experience being a Tech Virtual Assistant, focusing in operating vast numbers of softwares and tools that are being utilized for day-to-day business process operations. As a tech specialist, I also handled the troubleshooting and API integrations of the website and all the different tools my clients use.

Work Experience:

Web Developer, Alta Peaks, Inc.

February 2023 - Present (Freelance)

- Auditing all aspects of the websites and recommending points that need to be fixed or improved.
- Creating website mockups and wireframes in Figma
- Fixing website layouts and responsiveness issues.
- Handling web hosting and cPanel for backend troubleshooting and updates.
- Implementing website performance optimizations and troubleshooting through plugin updates, resources optimization, and SEO optimization.
- Creating HTML email templates for newsletters.

Template Builder (FE Web Developer), Kyvio

September 2022 - January 2023 (Full-Time Position)

- Creating fully responsive website and sales funnels templates in different niches including real estate, sports, health, finance, agency, etc.
- Creating detailed technical tutorials on how to operate the Kyvio software.
- Acting as internal customer support to assist other department's needs
- Implementing best web development practices so the users could use the website templates with ease.

Web Developer and Tech Assistant, VHH Professional Services

August 2022 - Present (Freelance)

- I built and currently maintain the company's WordPress websites. This further involve:
 - Graphics design and optimization for the websites.
 - Plugins, forms, emails, and other integration from front-end to back-end.
 - Using HTML, CSS, and Javascript code to implement custom functions.
 - Handling redirects, SSL, and security issues
- Training VAs about using WordPress for blog and minor content updates.
- Troubleshooting all the software errors.
- Performing API integrations

Technical Virtual Assistant, Virtually Thrive

November 2020 - April 2022 (Full-Time Position)

- Publishing and editing of web content such as blog posts, media, links, and design through WordPress.
- Managing all the tools and software needed for company processes (e.g. Asana, Google Workspace, LastPass, Loom, etc.)
- Performing API integrations
- Creating operation manuals on how to troubleshoot and operate the company tools.
- Editing graphics and images for the website, social media, and other marketing needs.
- Setting up online courses and landing pages through Teachable and Thinkific.

Financial Advisor, Pru Life UK

May 2019 – September 2020 (Part-time Position)

- Primarily sell investment-linked life insurance products to individuals.
- Respond to the inquiries of existing and prospect clients through calls, emails, and personal presentation.
- Researches potential clients and implements marketing strategies through social media.

Design Verification Engineer, ROHM LSI Design Philippines, Inc.

February 2018 – December 2019 (Full-time Position)

- Detects and prevents errors in IC designs to reach mass production stage by performing tests to the prototype designs using laboratory equipment.
- Analyzes, documents, conducts reports, and gives suggestions based on measured data.
- Works with a team and makes plans with them to minimize errors and increase efficiency.

Skills:

- Experienced with using different CMS and page builders such as WordPress, Elementor, Gutenberg, Teachable, Thinkific, and Kyvio.
- Has deep proficiency in HTML, CSS, and JavaScript languages.
- Knowledgeable in graphic design and photo editing using Adobe Photoshop and Canva.
- Has deep familiarity in numerous softwares that are being used in digital businesses:
 - Microsoft Office, Google Workspace, Asana, Slack, Trello, Adobe Photoshop, Canva, Adobe Acrobat, Loom, LastPass, WordPress, Teachable, Thinkific, Kyvio, Figma, Miro, Protopie, Adobe XD, Zapier, MailChimp, Hubspot, GetResponse, Beehiiv, Twilio, LucidChart, Animaker, Toonly, HelloSign, Tidio, Near Life, Trustpilot, Audacity, GitHub, GitLab, Namecheap, Bluehost, Hostinger, and Visual Studio Code, Google Search Console
- Fluent in English writing and speaking.
- Team-oriented individual who always implements customer-centered solutions.

Educational Background:**Tertiary:**

Polytechnic University of the Philippines 2012 – 2017
-Bachelor of Science in Electronics Engineering

Secondary:

San Francisco High School 2008 - 2012

Primary:

Esteban Abada Elementary School 2002 – 2008

Character reference from one of my previous clients is attached on the next page

04 February 2023

To Whom This May Concern,

My name Steven van der Peijl and I am pleased to offer my recommendation of Ian Gleinne Datulimbac for employment in your organization.

Ian has worked with us as Template Builder and he has shown an impressive attitude and consistent productivity. He is trustworthy, proactive, and is taking initiative to deliver the tasks at the highest possible quality even with minimal supervision.

I highly recommend Ian for the job he is considering. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven van der Peijl', enclosed in a simple black oval outline.

Steven van der Peijl
Chief Technology Officer, Kyvio