



MARC GARDON DANCALAN

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REFERENCES

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WORK EXPERIENCE

2014.Nov-2016.Dec

Millionaire Mind Magnet / Australasian Academy

WEB DEVELOPER / WEBMASTER

- In charge of building and maintaining the membership website.
- Editing and uploading videos and images on the website.
- Maintain and update the websites plugin
- Ensuring and maintaining the website traffic and speed not to slow down or crash.
- Helping co-leagues navigate and troubleshoot the

2013.Oct-2014.Oct

Little Goddess Boutique

VIRTUAL ASSISTANT / WEBMASTER

- In charge in organizing the product images of the website.
- Maintain and update the websites plugin
- Ensuring and maintaining the website traffic and speed not to slow down or crash.
- Helping co-leagues navigate and troubleshoot the website and application software that we used.
- Answering customers' queries via email.
- Communicating with the 3rd party partners to maintain the best websites performance.

2012.Nov-2013.Oct

Mini Masions by Beth

WEBMASTER / VIRTUAL ASSISTANT

- Maintaining the website and making sure it's running.
- Uploading new content (videos and Images)
- Create a website
- Organizing the cloud storage
- Customer service support (chat and email)
- Adding sub-titles in the Youtube channel.
- Uploading videos in Youtube
- Social media management
- Keyword research
- On Page SEO
- Setup Google Analytics

2012.July-2012.Nov

Red Cab Ventures

WEBMASTER / SOCIAL MEDIA MANAGER

- In-charged of cloning websites
- Create a mobile application for a real estate company
- Create social media and upload graphics and content
- Administrative task
- Assisting my co-leagues navigating and troubleshooting the website and the softwares that we used.
- Organizing the team cloud storage.
- Keyword Research
- On Page SEO



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CAREER OBJECTIVE

Intend to build a career at a leading corporate of high-tech environment with committed and dedicated people, who will help me to maximize my potential to meet the company's stated missions and goals.

SUMMARY

Extremely motivated and passionate in whatever I choose to do. Fast and accurate who has an inquisitive mind, analytical approach to task, attention to detail, have the ability to quickly research information to solve problems and excellent customer service.

EDUCATION

Tertiary
Bachelor of Science in Computer
Science 2007 - 2011

SKILLS

PHOTOSHOP
PREMIER PRO
WORDPRESS
CPANEL
HTML5,CSS3
NETWORKING
COMPUTER REPAIR

QUALIFICATIONS

- Over 5 years of work experience as a virtual assistant specializing in web development using WordPress content management platform.
- Over 4 years of work experience as an IT staff in a retail
- Advance computer applications knowledge and comprehension.
- Proficient in website and computer administrations.
- Experienced in e commerce platform
- Excellent analytical, organizational, people, project and time management, IT support, and customer service skills.

WORK EXPERIENCE

2022.Oct-2022.Nov

OKSEOPROS

WEB DESIGNER AND DEVELOPER / SEO SPECIALIST

- <https://www.okseopros.com/>
- Designing the client's website using Elementor Pro
- <https://www.completemobileautorepair.com/>
- Content Writing

2022.Sept-2022.Nov

Blue Horn Agency

WEB DEVELOPER

- <https://leannerozell.com>
- Web Designer and Developer
- Designing the website and adding a membership functionality.
- Stripe Integration
- Page Speed Optimization Scored (90%)

2017.Feb-2022.Jun

Savers Choice Grocery

IT STAFF

- Arrange existing and new computer system and perform troubleshooting resolution on software and hardware.
- Ensure that all critical equipment is in good running condition and is working properly.
- Update pricing in sales and inventory in the system.
- Communicate with the 3rd party partners to ensure that the hardware and software are updated and in good running condition.
- Installation and configuration of the company's hardware operating systems and application.
- Testing and evaluating new technology
- Performing electrical and safety checks on the company's computer equipment.
- Maintain weekly backup of CCTV cameras.