



SYRINE DEO

WEB DESIGNER | VIRTUAL ASSISTANT

CONTACT ME AT

 deosyrine12@gmail.com

 [Syrine Deo](#)

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 +63 950-458-6681

TOP SKILLS

●●●● Web Designing

●●●● Graphic Designing

●●●● Social Media Management

●●●● Digital Marketing

PERSONAL PROFILE

Has knowledge in Web Designing with a demonstrated history of working in the information technology and services industry. Skilled in Research, Graphic Designing, Digital Marketing, Google Suites, HTML, and Microsoft Office.

Strong community and social services professional who graduated from STI College - Davao.

WORK EXPERIENCE

IT Onboarding Specialist

Automated Wealth Management

November 2022 - April 2023 (Full-time)

USA

- Ensures all the IT support behind outsourcing the internal clients to the subcontractors.
- Creating buyer accounts (eBay, WM, Amazon), different software registrations, and progress tracking management regarding all IT tasks.
- Set up proxy browsers and monitor proxies status

E-commerce Web Designer

Automated Wealth Management

February 2022 - November 2022 (Full-time)

USA

- Responsible for designing an e-commerce site using a template in WordPress, WIX and Shopify

Wix Web Designer

Upwork | October 2021 - December 2021 (Part-time)

USA

- Responsible for re-designing an existing site

WORK EXPERIENCE

E-commerce Wix Web Designer

Splace | April 2021 - September 2021 (Full-time)

Davao PH

- Responsible for implementing visual elements that users see and interact with in a web application.

Web Content Editor

Lion Rank & Converge, Upwork | February 2021 - Present (Part-time)

USA

- Supervise visual layout of content
- Adhere to SEO rules
- Responsible for the content and images used on a website

Digital Marketing Specialist

IYBS Local Digital Marketing & Consultancy Agency | April 2019 - February 2021 (Part-time)

Renton, WA 98058, USA

- Design, build and maintain our social media presence
- Design digital media campaigns aligned with business goals
- Execute all digital marketing, including email, social media, and display advertising campaigns
- Update website contents

Web Developer Coach

QUICKDESK VIRTUAL SOLUTIONS | November 2018 - March 2021

TRES DE MAYO, DIGOS CITY

- Train students to build their own dynamic websites by teaching them basic HTML, CSS/BOOTSTRAP, JAVASCRIPT, and PHP programming languages
 - Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
 - Create and distribute educational content
 - Provide individualized instruction to each student by promoting interactive learning
 - Assess and record students' progress and provide grades and feedback

Freelance Graphic Web Designer

March 2018 - July 2018 (5 months)

- Execute all visual design stages from concept to final hand-off to engineering.
- Conceptualize original website design ideas that bring simplicity and user-friendliness to complex roadblocks
- Conceptualizing visuals based on requirements
- Creating images and layouts by hand or using design software
- Testing graphics across various media

WORK EXPERIENCE

I.C.T. SHS Instructor

STI COLLEGE - DAVAO | JUNE 2017 - MARCH 2018 (10 MONTHS)

#506 J.P. LAUREL AVENUE CORNER ACACIA, DAVAO CITY

- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
- Provide individualized instruction to each student by promoting interactive learning
- Assess and record students' progress and provide grades and feedback
- Collaborate with other teachers, parents, and stakeholders and participate in regular meetings
- Plan and execute educational in-class and outdoor activities and events
- Develop and enrich professional skills and knowledge by attending seminars, conferences, etc.
- These are ff. subjects I Handle;
 - Java programming language
 - Database management (MS-SQL)
 - Media Information Literacy
 - Technology Empowerment

Data Miner - Intern

CALLBOX ASIA PACIFIC | NOVEMBER 2016 - FEBRUARY 2017 (4 MONTHS)

METRO DAVAO

- Provide support in applying technical and business process expertise through the collection and reporting of organizational metrics.
- Data mining from multiple sources to create integrated views that can be used to drive decision making.

EDUCATIONAL HISTORY

STI College - Davao

Bachelor of Science in Information Technology| (2014 - 2017)

QuickDesk Virtual Solutions

Information Technology | (2018)

- 88-Hour Virtual Assistant Training and Coaching Program

RECENT WORKS

- <https://www.pritikachowdhry.com/> - WIX
- <http://thecupcakewarehouse.com/> - WordPress
- <https://opgamingofficial.com/> - WordPress

My Portfolio Site

<https://deosyrine12.wixsite.com/syrinedeoprofile>