Jan Panado

IT | Web Developer | Trainer

Metro Manila, National Capital Region, Philippines

8248 B Camachile Street
Makati City, NCR 1203
(63) 9219685140
mail@janpanado.com
https://janpanado.com/
www.linkedin.com/in/janp-09

SUMMARY

Highly motivated and dedicated developer seeking a challenging position in coding, with a focus on HTML5, CSS, and WordPress development. Passionate about learning new technologies and creating innovative solutions.

EXPERIENCE

Inventive Media, Makati — *IT | Web Developer | Trainer*

JANUARY 2019 - PRESENT (5 YEARS 2 MONTHS)

- Responsible for executing requested content updates to client websites as well as learning and assisting in the design, coding, and modification of websites, from layout to function and per client specifications.

- Assisted in the design and coding of new features for client websites, leading to a 15% improvement in site functionality and user experience.

- Documented project processes for team members, increasing efficiency by 30% and reducing project completion time by 10%.

- Executed the Inventive Media website migration to the Elementor PageBuilder, resulting in improved performance and enhanced user experience.

- Played a key role in the Trainer Hiring Process, conducting interviews and evaluating candidates.

- Led the Basic Networking Training since February 2019, providing comprehensive instruction on networking principles and practices.

- Taught WordPress Custom Theme Development from July 2019, equipping students with the skills to create unique and customizable themes.

- Assumed responsibility for WordPress CMS Training in March 2020, training individuals on the effective use of the WordPress content management system.

- Conducted HTML | CSS | Bootstrap Training from April 2021, guiding participants in building responsive and visually appealing websites.

- Led the JavaScript Essentials Training since August 2022, delivering comprehensive instruction on JavaScript fundamentals and best

SKILLS

Knowhow with HTML, CSS, Bootstrap and Javascript

Intermediate Knowledge on Adobe Photoshop CC 2018

Effective English oral and written communication skills

Avid Learner

HTML5

Cascading Style Sheets (CSS)

JavaScript

PHP

WordPress development

Bootstrap

Git

SQL

Python (optional, if relevant)

CERTIFICATIONS

HTML CSS Bootstrap
Elvin B. Catantan
March 2 - 4, 2018

PHP & MySQL
Elvin B. Catantan
March 9 - 12, 2018

Adobe Photoshop CC
Henry N. Ong II
March 16, 18 & 19, 2018

Javascript with jQuery
Jose Francisco Amarre
March 23 - 25, 2018

practices.

Inventive Media, Makati — *IT Intern*

APRIL 2018 - DECEMBER 2018 (9 MONTHS)

– Collaborated on the Council for the Welfare of Children, a government website, contributing to web development and multimedia projects.

– Created and provided voice-overs for YouTube tutorial videos, enhancing the learning experience for viewers.

– Led efforts to establish Inventive Media as a Pearson Vue Test Center, successfully managing operations and ensuring compliance.

– Maintained computer setups, performed software installations, and resolved technical issues to ensure smooth operations.

Freelance, Makati — *Web Developer*

JUNE 2015 - DEC 2017

Collaborated with Local SEO Specialists to Deploy Simple Content Websites.

AIM Conference Center, Makati — *Marketing Intern*

NOV 2014 - FEB 2015

Create a brochure, file data and perform other routine clerical tasks as assigned and for other departments as needed. Operate a variety of standard office machines, including a personal computer and a variety of computer software, and a photocopy machine. Pursue personal development of skills and knowledge necessary for the effective performance of the role.

Iproximity OffShore Inc, Makati — *Inbound Sales Rep*

APRIL 2013 - MAY 2013

Log information on inbound client calls, and maintain detailed, accurate records on sensitive client information.

EDUCATION

Inventive Media, Makati — *Web Development*

MARCH 2018 - JULY 2018

Hands-on learning for digital media, web development, and networking.

Far Eastern University, Makati — *BS Business Administration*

JUNE 2011 - APRIL 2015

Major in Marketing Management

PROJECTS

Basic Networking Wired and Wireless
Henry N. Ong II
April 5 - 6, 2018

CCTV Installation & Mngt.
Henry N. Ong II
April 7 - 8, 2018

LANGUAGES

English
Filipino
Japanese A2

Inventive Media — *IT Learning Hub*

https://www.inventivemedia.com.ph/

Vanderbuild RE Holdings Corporation — *Local Real Estate*

https://www.vanderbuild.com.ph/

Divionl.com — *Ecommerce Website*

https://divionl.com/

Council for the Wellfare of Children — *Government Website*

https://cwc.gov.ph/

HQ Media — *A Simple Blog*

http://thehqmedia.com/