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| GRAD PIC.jpgERIKA WEB APPLICATIONDESIGNER & DEVELOPER, OFFICE ADMINISTRATORI am an experienced Software Engineering Associate and Office Administrator in the corporate world. I specialize in front-end Web Design and Development and Office Administration.I am seeking for a relatively similar employment opportunity wherein I can effectively utilize my skills to their full potential and enhance my knowledge to serve as a prospect for career growth and success.

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|  | Profile |  |
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Nationality: FILIPINODate of Birth: MAY 1, 1996Civil Status: SINGLEVisa Status: RESIDENCE VISAVIA PARENT’S SPONSORSHIP

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|  | Contact |  |
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Villa No.54, 8a StreetAl Bada’a RoadDubai U.A.E.efacustodio.381155@2freemail.com

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|  | Skills |  |
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PROGRAMMINGSITECORE, AGILE SCRUMMICROSOFT OFFICEOFFICE ADMINISTRATIONOFFICE COORDINATIONDOCUMENT MANAGEMENTORGANIZATIONTIME MANAGEMENTCOMMUNICATIONTROUBLESHOOTINGTYPING /ENCODINGMULTITASKINGPROBLEM SOLVINGCOGNITIVECOMPREHENSIONINTERPERSONAL |

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|  | Work Experience |  |
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| Accenture Philippines  | 2016 - 2017 |
| As a former **Associate Software Engineer** working in the Information Technology and Services industry, particularly in the field of Front-End Web Application Design and Development at Accenture, my main duty revolve around contributing in the enhancement of different Accenture web pages. By developing codes, I am able to cater the specific design and function needed in order to meet the required performance. Apart from that, I am also an **Administrator** in our project, Next Generation Accenture Online, wherein my main purpose is to provide administrative support for the scrum team I belong in every start of day and end of day.**SOFTWARE ENGINEERING ASSOCIATE**Responsibilities:* Building web pages using different programming languages based on the specifications and user stories provided by the product owner. HTML, CSS & JavaScript JQuery for the graphical user interface. C# for the function
* Using ASP .NET MVC web app framework or design pattern to efficiently sort out presentation codes from the business codes and thus come up with a faster, more structured and flexible web application development process
* Adeptly utilizing the Scrum of Agile framework for ensuring that high performance is delivered in a very organized, secured & timely manner.
* Using Sitecore Content Management System as the platform for the management and optimisation of web contents
* Actively participates in production shakeout by conducting performance tests through test scripts execution across all devices and even in multiple browsers to adhere cross-browser compatibility

**PROJECT ADMINISTRATOR**Responsibilities:* Acknowledging and directing emails in Microsoft Outlook
* Updating calendars and scheduling online and face-to-face meetings
* Producing documents, presentations, and reports that requires an extended knowledge of Microsoft Office Applications, Word, Excel, and PowerPoint
* Detailed presentation or reporting of the newly created module to project executives and team members after every Sprint
* Managing data and documents in SharePoint by storing documents, updating and encoding new team information in the project directory all for record-keeping
* Time-keeping when assigned as the designated project time-keeper
* Providing knowledge transfer by conducting induction and shadow training to new roll-ins
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| De La Salle Health Sciences Institute | Jan-Mar 2016 |
| As a student intern, I am an **Administrative Assistant** and **Technical Support** assigned to work at De La Salle Health Sciences Institute’s College of Rehabilitation Sciences Department. **AMINISTRATIVE ASSISTANT**Responsibilities:* Handling large amount of paperwork and data
* Answering phone calls and relaying messages to the appropriate person
* Ensures proper filing of documents, reviewers and training manuals
* Encoding students/trainees data in their student portal and online systems
* Transcribing different information needed in the department
* Assisting and supporting professors, doctors, trainers, senior office administrators and other department staff for any other related tasks to ensure smooth running of day-to-day activities

**TECHNICAL SUPPORT**Responsibilities:* Installing various software and configuring systems
* Troubleshooting technical problems and faulty equipment
* Handles issues or changes required such as viruses, forgotten passwords
* Logging and keeping records of problems encountered and solutions to spot common trends and underlying problems
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|  | Qualifications |  |
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| BSc Information TechnologyDe La Salle University - Dasmariñas | 2012 - 2016 |
| Business Operator AwardeeAccenture Philippines |  Jan 2017 |
| Microsoft® Certified Professional MicrosoftMicrosoft Technology Associate: Software Development FundamentalsMicrosoftCCNA Routing and Switching: Introduction to NetworksCisco Systems, Inc.CCNA Routing and Switching: Routing and Switching EssentialsCisco Systems, Inc. |  Mar 2014  Mar 2014   Mar 2015   Apr 2015 |

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|  | Hobbies & interests |  |
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I love to read books and watch documentaries. I also enjoy crafting and doing outdoor activities. |