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| GRAD PIC.jpg  ERIKA  WEB APPLICATION  DESIGNER & DEVELOPER,  OFFICE ADMINISTRATOR  I 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.     |  |  |  | | --- | --- | --- | |  | Profile |  | |  |  |   Nationality: FILIPINO  Date of Birth: MAY 1, 1996  Civil Status: SINGLE  Visa Status: RESIDENCE VISA  VIA PARENT’S SPONSORSHIP     |  |  |  | | --- | --- | --- | |  | Contact |  | |  |  |   Villa No.54, 8a Street  Al Bada’a Road  Dubai U.A.E.  [efacustodio.381155@2freemail.com](mailto:efacustodio.381155@2freemail.com)     |  |  |  | | --- | --- | --- | |  | Skills |  | |  |  |   PROGRAMMING  SITECORE, AGILE SCRUM  MICROSOFT OFFICE  OFFICE ADMINISTRATION  OFFICE COORDINATION  DOCUMENT MANAGEMENT  ORGANIZATION  TIME MANAGEMENT  COMMUNICATION  TROUBLESHOOTING  TYPING /ENCODING  MULTITASKING  PROBLEM SOLVING  COGNITIVE  COMPREHENSION  INTERPERSONAL | |  |  |  |  | | --- | --- | --- | --- | |  | Work Experience |  | | |  |  | | | 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 | | | |  |  |  | | --- | --- | | 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 | |      |  |  |  |  | | --- | --- | --- | --- | |  | Qualifications |  | | |  |  | | | BSc Information Technology  De La Salle University - Dasmariñas | | | 2012 - 2016 | | Business Operator Awardee  Accenture Philippines | | | Jan 2017 | | Microsoft® Certified Professional  Microsoft  Microsoft Technology Associate: Software Development Fundamentals  Microsoft  CCNA Routing and Switching: Introduction to Networks  Cisco Systems, Inc.  CCNA Routing and Switching: Routing and Switching Essentials  Cisco Systems, Inc. | | | Mar 2014    Mar 2014      Mar 2015      Apr 2015 |      |  |  |  | | --- | --- | --- | |  | Hobbies & interests |  | |  |  |   I love to read books and watch documentaries.  I also enjoy crafting and doing outdoor activities. |