

THERESE SEPTIMO-FONG

Front End Web Developer

Personal Information

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Technologies

HTML, CSS, JavaScript

Bootstrap

Responsive Design

JQuery, React, Angular Js

PHP

Git Version Control

MongoDB

CMS: WordPress, Statamic

Skills

Create responsive websites

Maintain, test and optimize websites

Create project documentation

Create test case

Analytical Skills

Time Management

Strong Attention to Detail

Teamwork & Adaptability

Communication

Organizational Skills

Customer Service

Meticulous Administrative Assistant *returned* Front End Web Developer with a passion for developing aesthetically pleasing and responsive websites. Former QA Team Lead with a strong sense of responsibility. Always hungry for knowledge. Seeking to implement more functional websites and offer solutions that will further boost and solidify online presence.

Experience

2018 - Aug - **Administrative Assistant**

Present **ZT Packaging, Rego Park Queens, 11374**

- Revamp the company website to keep up with the latest version of WordPress. Updated plugins and mobile responsiveness resulted in ease of website use. The new website attracted more prospects.
- Standardized the buying and selling process for the Amazon and Shopify accounts to ensure accurate pricing and orders ship on time. Profits and ratings increased as well as gaining regular customers.
- Alternate role: Shipping Manager – damaged claims are 90% approved due to organized paperwork resulting in less loss of profits.

2018 - Feb - **Manager**

2017 - Jul **Green Cube, Queens Boulevard, Queens 11373**

- Introduced new marketing strategies directed towards seasonal promotions resulting in increased sales and customer base by 50%.
- Discontinued least sellable items and pushed for more popular products by observing overall sales trend. Expense decreased by 30%, while profits increased by 50%.
- Promoted good camaraderie among peers by treating staff equally when it comes to scheduling and addressing their concerns privately.

2017 - Jul - **Assistant Manager**

2015 - Nov **Godiva Chocolatier, Queens Boulevard, Queens 11373**

- Mainly responsible for overseeing and achieving daily sales goals by running promotions, maintaining operations, providing good service, and applying floor designs that attracted more customers to come in the store.
- Recruit, train, and supervise staff to get them to the company's level of expectations and be fit to provide good service to customers who need help with their gift-buying needs.
- Prepared weekly schedule and managed inventory orders.

2015 - Sep - **Part-time Keyholder**

2015 - May **Godiva Chocolatier, Queens Boulevard, Queens 11373**

- Trusted by the company to open the store and set it up for the day's success or close the store and prepare EOD cash reports.
- Provides regular updates to Senior Management on any concerns or issues that affect the sales and working harmony of the store.
- Maintained clean and pristine floor displays and updating them as need.

2015 - May - **Sales Associate**

2015 - June **Godiva Chocolatier, Queens Boulevard, Queens 11373**

- Primary task is dipping of products. Dipped products should be of high quality – fresh, clean, and prepared ahead of time.
- Increased sales by engaging with customers, listening to what they're looking for, and creating product suggestions based on what they desire.

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2014 - Nov - **Web Developer**

2014 - Sep **Cebu Digital**, *Cebu City, Cebu Phils 6000*

- Created responsive website design per web designer's specifications using HTML and bootstrap.
- Increased company profit by completing small business' websites using WordPress.
- Increased project efficiency and reliability by testing coworker's projects before product presentation.

2014 - Sep - **Front End Web Developer**

2013 - Jul **Odusee Phils**, *Cebu City, Cebu Phils 6000*

- Wrote clean codes while following product specifications when implementing website design and functionality, making codes easy to trace and debug.
- Implemented website designs that are compatible across different browsers and views, making the websites appealing to more customers.
- Collaborated with team members to implement new modules, fix problems, and reach deadlines on time.

2013 - Jul - **QA Team Lead**

2012 - Oct **Odusee Phils**, *Cebu City, Cebu Phils 6000*

- Assessed overall website performance to ensure specifications are followed, irregularities are fixed, and the website is ready for mass deployment.
- Plan, collaborate and divide tasks evenly among members increasing camaraderie and efficiency within the team.
- Increase productivity and reliability of the QA team by writing test cases and collaborating with the developers to ensure the accuracy of the testing documentation.

2012 - Oct - **Junior Web Developer**

2011 - Jul **Odusee Phils**, *Cebu City, Cebu Phils 6000*

- Increased website data accuracy by searching and reporting invalid results.
- First-Line of Defense: Reported any non-working functionalities or errors to senior developer before handing over to management presentation.
- Increased SEO rating by adding website-related keywords.

Education

2011 - Mar - **University of San Carlos – Technological Center**

2005 - Jun Bachelor of Science in Computer Engineering

Volunteer

2018 - Jul - **Astoria Cat Rescue** *non-profit organization*

Present Built and manage the ACR website using WordPress.

Certificates

2021 **Career Foundry** *Full Stack Immersion Course*

2018 **EDX** *Html 5 and CSS Fundamentals*

2015 **CUNY** *Html & Photoshop*