



SHERYL DE RIVERA

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https://shyderivera.com

Brgy. Santa Cruz, Pasig City

EDUCATION

Bachelor of Science in
Information Technology

AMA Computer College
2013 - 2018

Computer Secretarial
Office Management

**Saint Chamuel Institute
of Technology**
2004 - 2006

Secondary School

**Ambassador Christian
Academy**
2000 - 2004

Primary School

**Dr. Sixto Antonio
Elementary School**
2000 - 1994

INTERNSHIP

Web Content Management

108 Enterprises Inc
Jan 2017 - May 2017

TRAINING

Data Engineer

**Development Academy of
the Philippines Sparta**
June 2023 - October 2023

WORK EXPERIENCE

Virtual Assistant / Web Developer July 2023 - Present

Freelance

Work directly with the client for updates, reports, arrange bookings, research, and organize email. Encode email digital messages using CSS, & HTML standards in marketing automation software like Mailchimp, & Aweber. Develop WordPress websites using different builder like Elementor Pro, Divi, Optimize Press, & Bricks based on provided designs and documentation. Make consistent, smaller updates to existing websites as clients require new information or features. implement best practices for SEO to improve website visibility and search engine ranking.

Frontend Developer Nov. 2019 - Jun 2023 (3yrs/7mo.)

Digital Services Cambridge Limited - ROHQ Makati City

Conversion of high-fidelity wireframes utilizing HTML, CSS, SCSS), & JavaScript. We supported several web teams to meet project deliverables. The creation of Gigya screens for customer identity & access management enables SSO to all Cambridge platforms. Create a page in Drupal using the Acquia site studio component. Build reusable customized components in Acquia Site Studio for future use. Worked with the design team to create our Design System. Worked closely with the project owners, designers, & developers to achieve an overall great user experience for the end product. Involved in conducting some of the UX methodologies (persona, Usability testing, design thinking, journey map, and others). Support the development teams by joining scrum ceremonies & collaborating with them as they implement the design.

Frontend Developer Dec 2018 - Nov 2019 (11mo.)

Bolton International, Inc BGC, Taguig City

Develop and maintain the front-end client website upon client request. Conversion of high-fidelity wireframe utilizing HTML, CSS, & JavaScript. Update website content in WordPress. Created, & edited standards-compliant WordPress themes Worked closely with the project owners, designers, & developers. Create, & improve a responsive website.

TECHNICAL SKILLS

- Frontend Technologies: HTML5, CSS, SASS, Flex, CSS Grid, JavaScript, React.JS
- Version Control: Git & Github
- Web Design Tools: Adobe photoshop, Figma, & Canva
- CRM: Mailchimp and Aweber
- CMS: Wordpress, Shopify, & Drupal
- Others: Amazon, Jotform, Web Design, Cross-browser compatibility
- Trello , Slacks, Jira, & Asana
- Ducker, Visual Studio & Sublime

NON-TECHNICAL SKILLS

- Admin Task
- Travel Arrangement
- Time Management
- Organization Skills
- Microsoft Office: Excel, Word, Notes, powerpoint

Frontend Developer

Feb 2015 - Jun 2016 (1y/4mo.)

Straightarrow Creative Process

Ugong Pasig City

Create an Email signature, & EDM or Email Campaign that follows the best practices for email. Conversion of high-fidelity wireframe utilizing HTML, CSS, & JavaScript. Create custom themes in WordPress using Bootstrap, HTML, CSS, & PHP. Create & edit standards-compliant WordPress themes. Worked closely with the designers, & developers. Create & improve a responsive website.

Administrative Assistant

Aug 2012 - Aug 2014 (2yrs)

Daelim Industrial Co., Ltd.

Ortigas Pasig City

Arrange all trips & prepare travel documents needed for foreign expatriates. Book & Arrange flight booking and Hotel reservations online & through agencies. Preparation of Payment Slips for Flights, Visas, Hotels, & Supplies. Monitoring of Visa Receipts. Handling office tasks such as filing, generating reports, setup up meetings, reordering office supplies, & Office Supply Inventory. Taking memos & maintaining employees' files. Sorts, screens, reviews, & distributes incoming & outgoing projects for Bidding.

Administrative Assistant

May 2010 - Dec 2011 (1yr/7mo.)

Global Manpower Management & Development Corp. Pasig City

Provide administrative support including scheduling appointments, preparing documents & reports, & maintaining files & records. Assist with scheduling & coordinating meetings and events, including preparing agendas, taking minutes, & distributing meeting materials. Prepares Purchase Requests for central office supplies & utilities.

CERTIFICATION

Accessibility: How to Design for all Interaction Design Foundation Credential ID: 1008012021566528	APR 2021
User Experience for Web Design Certificate in LinkedIn Credential ID: XXX	SEP 2021
UX Foundations: Accessibility Certificate in LinkedIn Credential ID: XXX	SEP 2021
Business Intelligence with Power BI (Power Query & M Code) Data Sense Analytics Credential ID: XXX	JUN 2023
Essential Excel Skills for Data Preparations & Analytics Development Academy of the Philippines Verification ID: TFDQI	JUL 2023