DONALD M. VALDEZ

www.donaldmvaldez.com

Contacts

📍 PHASE 1, BLOCK 64, LOT 21 MAKABAYAN ST. FIESTA HOMES, DEL PILAR, CASTILLEJOS, ZAMBALES

📞 09205317895/09950881194

✉ donaldmvaldez@gmail.com

in /in/donaldvaldez/

Skills

Web Design

Development

Webmaster

Coding

SEO

Graphics

Writing

Technology

Work Experience

● **May 2022 - August 2022**
MARKETING COACH (www.marketingcoach.help)
East Calgary Twin Arena / NESS Sportsplex, Canada
WEBMASTER/DEVELOPER - *Contract*
+ *Host/Server Administration*
+ *Wordpress Design and Development*
+ *Social Media Management*
+ *Graphic Design*

● **January 2022 - May 2022**
TICM, INC (www.onsitein60.com)
31 W. 34th Street, Suite 8062, New York, NY 10001
WEB DEVELOPER - *Freelance*
+ *Wordpress Design and Development*
+ *Website Speed Test Optimization*
+ *Graphic Design*
+ *SEO Services*

● **December 2020 -**
ROBB REPORT (www.robbreport.sg)
Song Lin Building #02-02 1 Syed Alwi Road Singapore 207628
WEB DEVELOPER - *On-call*
+ *Wordpress Design and Development*
+ *Google Ad Management*
+ *Bug fixes*

● **March 2020 - December 2021**
INDOCHINE MEDIA, INC (www.mypope.com.ph, stail.ph)
9th Floor Polaris Center 48 Polaris St. Makati City, Philippines
WEB DEVELOPER - *Full-time*
+ *Wordpress Development*
+ *Website Maintenance*

● **December 2019 - April 2020**
Seashore Technologies
3rd floor, I.K. Building, Molino III, Bacoor, Cavite, Philippines
WEB DEVELOPER - *Project Based*
+ *Wordpress Design and Development*
+ *Graphic Design*

● **October 2018 - November 2019**
THE LEE STRASBERG THEATRE & FILM INSTITUTE | TICM PROJECT
(www.strasberg.edu)
115 East 15th Street New York, NY 10003
WEB DEVELOPER - *Full-time*
+ *Wordpress Design and Development*
+ *Website content updates*
+ *Website Maintenance and Security*

April 2014 - May 2015
JAYNIGEL TRADING
Tambo, Paranaque City, Philippines
SYSTEM DEVELOPMENT HEAD **-** *Part-time*
+ Manages the development, implementation and maintenance of application system initiatives in order to provide superior information systems that assist the company in maintaining a competitive edge in the marketplace.

March 2012 - February 2018
TNL EXPRESS WORLDWIDE CORP.
RM209 Salud Dizon Building, P. Mayuga, Tambo, Parañaque
IT ASSISTANT MANAGER **-** *Full-time*
+ Assist the IT Manager in the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, telephones, software applications and peripherals.
+ Provide support during systems upgrades, installations, conversions and file maintenance.
+ Provide day-to-day technical support to program staff.
+ Assist with technology at program events such as training events.
+ Assist in maintaining servers, security solutions, network hardware and equipment.

July2009 - November 2009
TESDA
Sta. Cruz, Zambales, Philippines
COMPUTER INSTRUCTOR/TECHNICIAN **-** *Part-time*
+ Conducts lectures to students regarding computer servicing.
+ Facilitates training, demonstration and different activities to students.
+ Develops session plan to enhance the skills of the students.

September 2004 - January 2012
AVURN COMPUTER SHOP
Sta. Cruz, Zambales, Philippines
PROPRIETOR **-** *Self-employed*
+ Manages a computer shop that offers computer related works.
+ Repairs computer, printer, scanner and other computer devices.
+ Setups Computer Network.
+ Prints and layouts documents and paperworks.
+ Edits audio, video and photo.

July 2002 - July 2004
MUNICIPALITY OF STA. CRUZ, ZAMBALES
Sta. Cruz, Zambales, Philippines
DATA ENCODER/TECHNICAL SUPPORT **-** *Casual*
+ Maintains and assists in the technical support system of the different departments.
+ Ensures that all daily paperworks, and other reports are completed accurately and on a timely basis.

Education

2000 - 2002
AMA COMPUTER LEARNING CENTER
Iba, Zambales, Philippines
Computer Programmer - *Graduate*

1997 - 1999
ADAMSON UNIVERSITY
San Marcelino Ermita, Manila
BS Mathematics(Specialization in Computer Application) - *Undergraduate*

1992 - 1996
SANTA CRUZ ACADEMY
Sta. Cruz, Zambales, Philippines
Secondary - *Graduate*

Trainings/Certifications

2016
PHOTO EDITING & WEB DESIGN USING ADOBE PHOTOSHOP CS 6
Philippine Trade Training Center, Pasay City, Philippines
Department of Trade and Industry
+ Explaining the Basic Concept tools
+ Layers, Tool options & Palette concept Interface
+ Interface of Canvas Options
+ Discuss the concepts of Layer Palette
+ How to import images on Photoshop
+ Transform settings of images
+ Common Shortcuts Keys
+ Clipping Mask Technics (advance)
+ Smart Object Technics (advance)
+ Explain the function of Layer Comps (advance)
+ Channel Technics to extract black colors (advance)
+ Blending Color Technics (advance)
+ Saving your file on Photoshop (PSD, Save for web)
+ Filters Technics
+ Short Introduction of simple GIF on Photoshop

2016
INNOVATION IN A DIGITAL ECONOMY
Philippine Trade Training Center, Pasay City, Philippines
Department of Trade and Industry
+ Introduction to eCommerce platform
+ How to launch your product on WWW

Trainings/Certifications

2009

NATIONAL CERTIFICATE LEVEL II – Computer Hardware Servicing

Lingayen, Pangasinan, Philippines

TESDA

+ *Participate in workplace*
+ *Work in a team environment*
+ *Practice career professionalism*
+ *Practice occupational health and safety procedure*
+ *Apply quality standards*
+ *Perform computer operations*
+ *Perform mensuration and calculation*
+ *Prepare and interpret technical drawing*
+ *Use hand tools*
+ *Terminate and connect electrical wiring and electronic circuits*
+ *Install computer system and networks*
+ *Diagnose and troubleshoot computer system*
+ *Configure computer systems and networks*
+ *Maintain computer system and networks*

2009

TRAINERS METHODOLOGY - TRAINING PROGRAM 1

Lingayen, Pangasinan, Philippines

TESDA

+ *Plan training session*
+ *Deliver competency based training*
+ *Conduct competency based assessment*
+ *Maintain training facilities*

References

Available upon request