

GIO AIRVIN GALVEZ

CABINET MAKER | ASSISTANT UPHOLSTERER

+63946 428 4962 | gioairvinsgalvez@gmail.com | Magalang, Pampanga Philippines

PROFILE SUMMARY

4 years of Cabinet Making and Wood Working experience.

1 year experience in upholstery

2 years experience in Video Editing and Graphic Design.

Started a small modular cabinet and craft & home decor business.

SKILLS

- Custom Cabinet Design/layout
- Sanding and Finishing
- Operating Power tools
- Cabinet Installation
- Blueprint Reading
- SketchUp Design
- Study Plans & Drawings

CERTIFICATES

- Fundamentals of Modular Cabinet Making workshop
- SketchUp Fundamentals

CAREER HISTORY

Cabinet Maker

Self Employed - GA Modular & Furniture | 2019 - Present

- Client meeting to discuss project design, layout and costing
- Create design/drawings and layout and create cutlist for production
- Cut measure and build cabinets prepare them for finishing and shipping
- Cabinet Installation to client location and install finished product.
- Operate power tools such as Table Saw, Circular Saw, Planer, Router, Drills & etc.
- Install cabinet hardwares - hinges, drawer slide, door handle and other mechanism.
- Regular cleaning/maintenance for power tools and work shop.
- Sanding and Finishing - Painting, Laminate and Stain

Creative Director and Website Manager

Global Digital Media | 2020 - 2023

- Managed internal website and developed career website.
- Create company profile for new hires and regularly update team profile for social media.
- Edit Podcast videos and extract topics and upload them on youtube.
- Create image quotes for client social media account posting.

Senior Web Developer

Beepo Inc | 2017 - 2018

- Regular meeting with clients and POCs to discuss the business objectives, goals and requirements of the job on hand.
- Work closely and collaboratively with the Marketing team on all website projects.
- Interpreting multiple client business needs and developing concept to suit their purpose.
- Liaise with other members of the web development team to maximize productivity and excellence in performance and delivery.
- Providing weekly updates and estimates on completion time of work.
- Create and facilitate the Web Developer Exam for Client Engage Applicants.

Web Developer

Beepo Inc | 2015 - 2017

- Performed website design and development for clients in diverse fields such as E commerce, Real Estate, Marketing Agencies, Law firms, Travel Agencies.
- Performed website redesign and restructure to ensure Mobile responsiveness and Search Engine Optimization friendly.
- Create EDM templates and landing pages for Marketing Campaigns.
- Monitor Web Servers and Website Technical Performance.

Web Designer/Developer

Web2Rank | 2014 - 2015

- Performed website design and development for clients in diverse fields such as E commerce, Real Estate, Marketing Agencies, Law firms, Travel Agencies.
- Performed website redesign and restructure to ensure Mobile responsiveness and Search Engine Optimization friendly.
- Create EDM templates and landing pages for Marketing Campaigns.
- Monitor Web Servers and Website Technical Performance.

CAREER HIGHLIGHTS

2017 - Promoted from Web Developer to Senior Web Developer

2017 - Nominated as Best Employee for the month of May.

2017 - Facilitate weekly scrum for the job on hand.

ACADEMIC HISTORY

Bachelor of Science in Information Technology

Mabalacat City College - 2010 - 2014