

MARIELLE BANTOLINO

Adaptable system administrator experienced in learning and collaborating in rapidly changing environments. Dedicated to providing visually appealing, user-friendly websites with my coding and design expertise.

CONTACT

- 📞 09153067065
- ✉️ marielle.bantolino@gmail.com
- 📍 168-B Teachers Compound,
West Rembo, Makati City

TECHNICAL PROFILE

- Microsoft Office
- Programming Languages (HTML, CSS, Bootstrap, JavaScript, JQuery, Basic PHP/Laravel Framework)
- Basic Video and Photo Editing (Canva and Photoshop)
- Data Encoding

COMPETENCIES

- Web Development
- Content Marketing
- Basic Technical Support
- Team Collaboration
- Written Communication
- Active Listening
- Multitasking Abilities
- Planning and Coordination

EDUCATION

- **Bachelor of Science in Computer Science Major in Application Development**
University of Makati
2017-2021
- **Information Technology Software Development**
Higher School ng UMak - University of Makati
2015 - 2017

WORK EXPERIENCE

System Administrator

Global One Integrated Business Services, Inc. November 9, 2021 - recent

- Adopted cost-effective, useful solutions to implement into current systems.
- Worked with users to determine areas of technology in need of improved usability.
- Attended meetings to deliver status reports to key stakeholders.

Web Developer

Global One Integrated Business Services, Inc. November 9, 2021 - recent

- Planned Megaworld Foundation, Inc. website development, converting mockups into usable web presence.
- Coded Megaworld Foundation, Inc. website using HTML, CSS, Bootstrap and JavaScript languages.
- Completed full redesigns of existing Megaworld Foundation Inc. website to improve navigation and enhance visuals.
- Multi-tasked across multiple functions and roles to meet deadlines and organizational expectations.
- Provided security maintenance and patching on website interface to maintain viability.
- Delivered user support to Megaworld Foundation team to train, educate and answer questions.

Social Media Moderator

Global One Integrated Business Services, Inc. November 9, 2021 - recent

- Worked with internal stakeholders to improve flow of information or content in Megaworld Foundation's social media and digital community environments.
- Responded to and engaged with scholars on Megaworld Foundation's social media pages to promote volunteerism and scholarship services.
- Developed and managed content for each platform to establish timely and relevant posts.
- Organized, monitored and managed posts, photographs, videos, monitor Megaworld Foundation's online presence, and interact with all the comments and feedback from the scholars and other clients.

Voluntary Worker

Global One Integrated Business Services, Inc. November 9, 2021 - recent

- Assisted with special events and programs of Megaworld Foundation, Inc..
- Composed the first official Megaworld Foundation's song entitled "Creating Change and Transforming Lives."
- Answered phone to filter calls, assist and redirect appropriate personnel.
- Assisted with event coordination and on-site support.
- Drafted emails, wrote memos, created contracts and prepared other communications.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.

REFERENCES

HERMELYN A. CEVIL

Engineering Assistant - DPWH

☎ 09560269875

PRINCESS FAYE LEOY

Engineering Software Associate -
Accenture

☎ 09352510762

WORK EXPERIENCE

Freelance Transcriber

Bunch Tech Corps.

July - August 2020

- Listened and translated audio to form it into a long text.
- Reviewed and edited transcribed reports and corrected material for spelling, grammar, and clarity.

Technical Support

Department of Education Supervisor Official

May 2019

- Assisted customers in identifying issues and explained solutions to restore service and functionality.
- Monitored vote-counting machines in operation and quickly troubleshoot errors.

Government Intern

PESO-Makati

April - May 2018

- Followed detailed directions from management to complete daily paperwork and computer data entry.
- Gathered and coordinated materials necessary for transactions.

AWARDS AND CERTIFICATIONS

- Gold Quill Excellence Award for composing the Megaworld Foundation's Official Song entitled "Creating Change, Transforming Lives"
- Gold Quill Merit Award for Mega Summer Ventures 3.0 for Social Media
- Silver Anvil Awards for Megaworld Foundation's Revamped Website
- Certified MTA for Database Administration Fundamentals