

SARAH JANE A. ATERRADO

SKILLS & TOOLS

- HTML/CSS
- WordPress, Wix, Shopify, Squarespace
- cPanel, FTP
- Multimedia (Graphics/Web Design and Video Editing)
- Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro), Canva
- Writing

WORK EXPERIENCE

Digiwoof USA / REMOTE WORK — *Web Designer | Web Developer*

MARCH 2024 - present

- Sets up domain and staging sites
- Designs and Develops websites in WordPress
- Creates manual/guide/technical documentation for clients

Freelance — *Graphic/Web Designer | Web Developer*

2011 - present

- Designs various marketing materials (logos, brochures, infographics, flyers, posters)
- Designs websites according to the plan and client requirements

2015 - present

- Develops websites with WordPress
- Develops websites with Shopify, Squarespace, Wix

WebHero Technologies MALAYSIA / REMOTE WORK — *Web Developer*

NOVEMBER 2016 - APRIL 2020

- Developed websites from PSD to WordPress using Divi, The7, or a client's preferred theme
- Set up WooCommerce sites, including product content loading, shipping and payment settings, and others
- Created HTML, mobile responsive email templates
- Fixed bugs of existing websites, revamped obsolete/deprecated functions, and applied enhancements that improve website functionality and speed
- Maintained client websites through CMS, theme, plugin, and database updates, including cross-device and cross-browser checking

Next BPO Solutions (Zeald) DAVAO CITY, PH — *Web Designer | Web Developer*

DECEMBER 2015 - OCTOBER 2016

- Developed websites and E-commerce (WooCommerce) sites from PSD to WordPress using Divi Theme, Genesis Framework, Elementor
- Developed E-commerce websites in Shopify and Squarespace
- Developed websites using Zest (Zeald's own CMS/platform)
- Built MailChimp email marketing templates with Zest and Squarespace.

- Created HTML email templates
- Fixed bugs of existing websites
- Designed websites according to client requirements

Samatosa Software Developer DAVAO CITY, PH — *Software Designer*

SEPTEMBER 2013 - JUNE 2015

- Designed iOS, Android, and mobile apps according to the client's purpose and requirements
- Created interactive prototypes of the designed app for presentation
- Created illustrations and vectors used for various products or software/apps
- Developed the company's website
- Other tasks: research, gathering, and documentation

Cyberplex Software AUSTRALIA / REMOTE WORK — *Web Designer*

SEPTEMBER 2012 - SEPTEMBER 2013

- Designed websites according to client requirements
- Developed websites from PSD to HTML
- Maintained existing WordPress and Joomla websites

Alpha Tek, LLC RHODE ISLAND, USA / REMOTE WORK — *Web Content Writer*

JANUARY 2010 - MAY 2011

- Wrote short articles for websites and blogs
- Other tasks included: SEO link building, article spinning, and research

Averheld Inc. (Essays.ph) MAKATI CITY, PH / REMOTE WORK— *Article Writer*

DECEMBER 2009 - MAY 2011

- Researched for facts and data that will be used for content writing
- Wrote high quality content articles on a wide range of topics such as foreign exchange, hospice care, travel, medicine, law, automotive, and more

EDUCATION

Ateneo de Davao University DAVAO CITY — *Bachelor of Science in Nursing*

2002 - 2007