



# Arnel Go

April 14, 1979

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## About Me

My experience in both IT and graphic design has given me the opportunity to shift into web development. My experience in graphic design, managing local web servers and firewalls has provided me with a solid foundation in web development, server management, and website security.

I have experience working in fast-paced development agency and an SEO focused company. My responsibilities include website maintenance, improving WordPress security, sites deployment, and fixing SEO audits.

In a fast-paced web development agency, Oftentimes, I create websites using WordPress builders and just customize themes for quick projects. I also create websites from scratch using startup themes like Elementor Hello.

I understand the web development fundamentals such as HTML and CSS, and while I'm still improving my coding knowledge, I can use JavaScript codes, PHP hooks and filters to customize and enhance my WordPress projects.

## Education

**Bachelor of Science in Computer Science**  
**Undergraduate | Completed 24 units credits**  
Course specialization in Software Engineering  
**Southern City Colleges**  
Zamboanga City, Philippines

24 units (2000-2002)



**Computer Hardware Servicing**  
**Short Vocational Course**  
**ACES Institute of Technology**  
Digos City, Philippines

Certificate (December 1997)



**Desktop Publishing**  
**Short Course**  
**ACES Institute of Technology**  
Digos City, Philippines

Certificate (September 1998)



## Professional Qualification (Training & Seminar)

### Certification

- Certified COSH Safety Officer 2
- Certified Computer Desktop Publisher
- Social Media Marketing (SMM) Training (Gold Cert.)

### Seminars

- School Library Technology Seminar and Workshop
- 3-Day Team Leadership Training and Workshop

## Skills

- Graphic Design, Web Development, Web Master, Pre-press Layout Artist, School Yearbook Designer
- Computer / Network Troubleshooting and Maintenance, System Integrator, Globe Telco Equipment Installation
- Opensource Linux Stateful Firewall Server Installation and Maintenance
- N-computing Hardware and VDI VSpace Server Installation.

## Work Experience

October 13, 2023 – April 9, 2024

### **Front-end WordPress Developer**

Arash Law Philippines

This is a Fulltime graveyard shift job. My work It involves in drafting elementor pages, blogs articles and news blogs. Oftentimes, I fix SEO audits, enhance website assets, and fixing recommended audits to meet google page insights recommendations.

September 2022 – October 2023

### **WordPress Developer / Web Master**

TR Digital Services

My job evolves in WordPress maintenance and development. I am the one responsible for the management and support for all the client websites using various tools such as ManageWP for streamlined updates, and Phateon WebOps for seamless website operations. Ensuring google analytics and console connectivity. Updates of plugins and theme maintenance, security enhancements, troubleshooting, and optimizing website performance and functionality.

#### **DUTIES/RESPONSIBILITIES:**

- Website development and maintenance: Building new WordPress websites from scratch using existing empty template such as Elementor Hello theme, or modifying existing ones, ensuring that they are responsive, optimized for performance, and compatible across different browsers and devices. Performing regular updates, backups, and security checks to maintain website health.
- Troubleshooting and bug fixing: Identifying and resolving issues related to website functionality, performance, or compatibility. Conducting thorough testing to ensure smooth user experience and resolving any errors or bugs that may arise.
- Providing technical support and documentation: Assisting clients or end-users with technical issues, providing guidance, and troubleshooting solutions. Documenting the development process, code changes, and maintaining proper documentation for future reference.
- Ensuring website security: Implementing security measures to protect WordPress websites from vulnerabilities, malware, hacking attempts, and data breaches. Applying necessary plugin updates and security patches and recommended security enhancements.

October 2020 – May 2021

### **Graphic Artist (Yearbook Specialist)**

Lipa G & P Printing Press

Lipa City, Batangas, Philippines

My regular employment decided to reduce my workload to 3 days due to the covid-19 pandemic, this was my second job to cover the earning gaps during the covid-19 outbreak. I oversee designing and constructing of the school yearbook using various design software like InDesign, Photoshop, CorelDraw, and/or Illustrator.

#### **DUTIES/RESPONSIBILITIES:**

- Meeting with clients to discuss the project and job requirements.;
- Presenting clients with ideas and concepts;
- Working on print-ready layouts other mood board ideas.
- Design and Layout of School Yearbook and preparing layout for proofreading and color separation for final printing;
- Collaborating with Offset printers, and Proofreaders.

May 2020 – December 2021

**Marketing Executive | Web Developer**

Aquaponics Go Green Trading and Enterprise  
Taal, Batangas, Philippines

I was in charge of creating print advertising campaigns, pricing strategies, posting social media advertising campaigns and analyzing demographic information for our target market. I was also their company's webmaster, part of my job is to maintain, design and develop the two company's website.

**DUTIES/RESPONSIBILITIES:**

- Design and create social media content, including text posts, video and images for use on the company's social media accounts
- Interacting with customers and dealing with customers' enquiries
- Developing new social media strategies and campaigns
- Keeping track of data and analyzing the performance of social media campaigns
- Maintaining Company WordPress E-commerce Website and static html website.
- Monitoring and maintaining of company computer systems and networks

April 2016 – July 2017

**Virtual Desktop Technical Support Specialist**

Nfinite I.T. Solutions Services Incorporated  
Ortigas Center, Pasig City, Philippines

I handle the full deployment and technical support of NComputing Desktop Virtualization products, including networking, installing, setting up Windows, and managing all necessary configurations.

**DUTIES/RESPONSIBILITIES:**

- Meeting with clients to discuss the objectives and requirements of the project;
- Providing customer support on software features including the training of all aspects of the entire projects;
- Working with sales engineers to provide technical advice to customers on all aspects of the installation and use of computer systems and networks, both before and after the sale;
- Networking with existing customers to maintain links and promote additional products and upgrades;
- Provide technical assistance via phone, email, and documented tickets. Followed through issues until proper closure;
- Physically handling hardware or software related problems if needed and routing it to the specific department for support.

June 2007 – October 2015

**IT Technical Support Personnel**

Immaculate Conception Archdiocesan School de Calarian  
Zamboanga City, Philippines

I'm responsible of maintaining the smooth operation and security of the campus's computer systems, servers, and network connections. I'm in charge of setting up and configuring computer hardware, software, and operating systems; testing and evaluating new technologies; I'm also in charge of designing and creating the marketing materials for the school.

**DUTIES/RESPONSIBILITIES:**

- Installing and configuring computer hardware operating systems and applications;
- Monitoring and maintaining of school campus computer systems and networks security;
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults;
- Testing and roll-out of new applications and evaluating new technology and upgrading them as required;
- Conducting electrical safety checks on computer equipment.

February 2001 – January 2007

**Senior Pre-press Graphic Artist**

Astoria Printing and Publishing Co. Inc.  
Zamboanga City, Philippines

This was my first job in the creative industry. This was an exciting experience for me, and I value the experience I learned at this company. My job is mixed from designing collateral marketing materials to preparing the graphic designer's artwork for printing. I was promoted multiple times up to a senior level position before leaving for an overseas job opportunity.

**DUTIES/RESPONSIBILITIES:**

- Meeting with clients to discuss the project objectives and requirements of the job;
- Estimating the time required to complete the work and presenting the finalized ideas and concepts to clients.
- Demonstrating dummy with rough sketches and working on layouts ready for print;
- Collaborating with Proofreaders, offset machine operator, graphic designers, copywriters, photographers, illustrators for the smooth workflow of the project.
- Oversee other junior-level graphic artists and report to management of any progress and recommendations.

**Computer Proficiency / Skills**

- Adobe Photoshop
- Adobe Indesign
- Corel Draw
- Adobe Illustrator
- Entry level JS/PHP
- MS-Office
- Wordpress
- Html/CSS
- Cpanel
- Canva, Figma & Filmora
- Ncomputing V-Space
- Stateful Firewall Server OS

**Personal Interests**

- Computer programming
- Web Development
- Graphic Design
- Opensource Server
- Computer Networking
- Sales and Marketing
- SEO
- Cooking

**Declaration**

I hereby declare that all of the information contained in this resume is correct and true to the best of my knowledge. I accept full responsibility for the accuracy of the information presented.

*Arnel Go*

Baliuag, Bulacan

April 4, 2024