

# ADRIAN ZAPATA MANALESE



## **CONTACT INFO**

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## **EDUCATIONAL BACKGROUND**

### **Highest Education**

Level : **Bachelor of Science in Computer Science**  
Field of Study : Information Technology  
University : AMA Computer University  
Located In : Project 8, Quezon City  
Graduation Date : May 06, 1999

## **WORKING EXPERIENCES**

**Computer and Network Administrator / Web and Graphic Designer**  
***Bold Developments, Inc.***  
September 2008 - Present

### **JOB DESCRIPTION**

- Establish, operate, maintain, and co-ordinate the use of local and wide area networks (LANs, VPN and WANs) on Bold and LLB Office
- Evaluate and install computer hardware, printers, networking software, operating system software and software applications
- Operate master consoles to monitor the performance of computer systems and networks and to co-ordinate access and use of computer networks
- Set up local area networks and connections to the internet
- Perform data backups and disaster recovery operations
- Monitor Profit master server daily to ensure that it is up and running.
- Responsible for installing new equipments for store tills, printers, labelers and card swiping device.
- Coordinate with Moneris and Profit Master tech support for Till problems.
- Responsible for computer maintenance on Bold and LLB Office.
- Provide problem-solving services to network users
- Set up and maintain Internet Web sites:
  - [www.bolddevelopments.com](http://www.bolddevelopments.com)
  - [www.cdbuildingmaterials.com](http://www.cdbuildingmaterials.com)
  - [www.century21lakeland.net](http://www.century21lakeland.net)
  - [www.dachadevelopments.com](http://www.dachadevelopments.com)
  - [www.churchillgates.com](http://www.churchillgates.com)
- Control and monitor e-mail use, Web navigation, and installed softwares for Bold, CD and Century 21
- Conceptualize and produce graphic art and visual materials to effectively communicate information for publications, advertising and signs for Bold Group of Companies and Century 21
- Layout and update weekly ads for Century 21
- Create business cards, letterheads and other graphic needs for office use.
- Create 3D model house elevations for all our house plans.
- Responsible for creating flyers, brochures, books and marketing materials
- Responsible for communicating with printing companies for sign orders.
- Responsible for communicating with LLB Post for news ads.
- Post job orders on Job bank and LLB Post
- Assist HR Manager in monitoring Filipino worker's documents.
- Responsible for job clocks and ensure that they are working
- Create keytabs for new employees
- Responsible for time keeping
- Generate payroll report every cut off period

**Senior Web Designer – Team Leader**

APT IT Solutions – US Based Company working at Home  
July 2006 – August 2008

**JOB DESCRIPTION**

- Developed and maintained **Venture CD's** clients using Macromedia Dreamweaver MX, HTML, PHP, Editplus, Javascript, Adobe Photoshop CS, Macromedia Fireworks MX, Macromedia Flash MX and Sitebuilder.
- Administer and assist other staffs for the layout and design of websites and other graphic needs.
- Monitor staff's attendance online and manage a team of designers.
- Design Logos for clients

Project accomplished:

<http://www.aptingsolutions.cm>  
<http://www.webpartnergroup.com>  
<http://www.rjcusa.org>  
<http://www.webpartnergroup.com/developmentsites/FBCON/website/>

**Freelance Web Developer**

2001 - 2006

**JOB DESCRIPTION**

- Developed and maintained client's websites using Macromedia Dreamweaver MX, HTML, PHP, Editplus, Javascript, Adobe Photoshop CS, Macromedia Fireworks MX, Macromedia Flash MX.

**Websites developed and maintained:**

<a href="http://www.ascm.net">http://www.ascm.net</a> <a href="http://www.philsundt.com">http://www.philsundt.com</a> <a href="http://www.dolmaininternational.co.uk">http://www.dolmaininternational.co.uk</a> <a href="http://www.candybouquet6325.com/">http://www.candybouquet6325.com/</a> <a href="http://www.animalhealthproviders.com/">http://www.animalhealthproviders.com/</a>	<a href="http://www.redeemfamily.org">http://www.redeemfamily.org</a> <a href="http://www.frontiers.ph">http://www.frontiers.ph</a> <a href="http://www.mannequin.com.ph">http://www.mannequin.com.ph</a> <a href="http://www.stpaulgolfclub.com/">http://www.stpaulgolfclub.com/</a> <a href="http://www.sheraforestry.com">http://www.sheraforestry.com</a>	<a href="http://www.attwi.org">http://www.attwi.org</a> <a href="http://www.theedgeradio.net">http://www.theedgeradio.net</a> <a href="http://www.kosmicmedical.com">http://www.kosmicmedical.com</a> <a href="http://www.impalacondo.com">http://www.impalacondo.com</a>
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- Create Large image format using Adobe Photoshop for clients
- Create Business cards, logos, posters, large image formats and other graphic needs.

**Web Developer**

CBN Asia, Inc. – Makati City  
August 2003 – July 2006

**JOB DESCRIPTION**

- Developed and maintained **CBN Asia's** premier web properties using Macromedia Dreamweaver MX, HTML, PHP, Editplus, Javascript, Adobe Photoshop CS, Macromedia Fireworks MX, Macromedia Flash MX.
- Stand as a technical support staff in the absence of the System Admin.

**Websites developed and maintained:**

<http://www.cbnasia.org>  
<http://www.acmnet.org>  
<http://www.obphil.com>  
<http://www.1cubed.com.ph>

**Web Developer**

*Hansung Trading, Parangue City*  
Sep. 17, 2002 - July 30, 2003

**JOB DESCRIPTION**

- Developed and maintained Best Maro premier web properties using Macromedia Dreamweaver MX, HTML, PHP, Editplus, Javascript, Adobe Photoshop 6.0, Ulead Photo Impact 7.0, Macromedia Fireworks 4.0, Macromedia Flash MX.
- Responsible for creating company logos, flyers, calling cards and letter heads.
- Responsible for maintaining the company's computers i.e. software and hardware

Website Developed and Maintained:

<http://www.bestmaro.com>

**Programming Team Leader / Web Developer**

*MCA Virtual Philippines, Inc. Makati City*  
May 07, 2001 – Dec. 08, 2001

**JOB DESCRIPTION**

- To manage a professional group that develops coding, specialized programs and databases for use on company websites and on those of MCA corporate clients
- Oversees the coding group which encodes both databases, text, spreadsheet data and graphics and manages the web interface for encoded files.
- Coordinates work with the other team leaders to ensure project deadlines are adhered to.

**Accomplishments:**

- Developed and maintained several of MCA Virtual-Philippines' premier web properties using Macromedia Dreamweaver, HTML, PHP, MYSQL, Javascript, Adobe Photoshop, Ulead Photo Impact, Macromedia Flash.

Websites developed and maintained:

<http://www.virtual-asia.com>

<http://www.coral-cove.com>

<http://www.anzba.com>

**Web Developer/Web Analyst**

*Asia World Direct, Inc. (Used to be AsiaWorld Online, Inc.)*

Makati City

Aug. 17, 2000 – May 07, 2001

**JOB DESCRIPTION**

- Meeting and corresponding with clients
- Designing, producing, updating and managing web sites commercially
- Responsible for creating a coding for the order forms and inquiry forms using PHP.
- Designing web graphics, logos and navigation systems for web sites
- Redesigning existing web sites, independently and as part of a team.
- Reports to the Vice-President and managers regarding critical Internet Statistics and data.
- Required to come up with regular written reports for Marketing and management purposes.
- Solely responsible in positioning AsiaWorld Online's portal websites, e-commerce and client's sites to the search engines.
- Directly responsible for executing website quality assurance procedures
- Responsible for monitoring AsiaWorld Direct's portal banner advertisements on the content partner.

**Technical Support Staff**

*America Online Philippines, Inc. Clarkfield, Pampanga*

March 1999 – August 2000

**JOB DESCRIPTION**

- Supervised over 20 Associate Consultants in the absence of the Manager/Coach.
- Trained over 20 newly hired technical support consultants.
- Consistently achieved over 85% customer rating for 8 months in Full Consultant
- Consistently achieved over 80% customer rating for 9 months in Associate Consultant
- Communicates and shares newly-learned techniques and solutions to AOL issues with teammates to broaden the team's technical
- Communicates effectively with internal and external customers

**SKILLS**

**PC troubleshooting and software installation**

**Languages**

- Proficient in: HTML, PHP and Visual Basic
- Familiar with: Javascript and CSS

**Software**

- Macromedia Dreamweaver/Flash/Fireworks/Freehand, Adobe Photoshop, Swift 3d and Swish
- Database: MYSQL and Microsoft Access
- Platforms: Microsoft Windows® 2000, Microsoft Windows XP

**CHARACTER REFERENCES**

TO BE FURNISHED UPON REQUEST.

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I hereby certify that the facts contained are true and correct to the best of my knowledge.

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**ADRIAN Z. MANALESE**  
*Applicant*