

Jenny Rose E. Orolfo

Digital Designer

Regina, Saskatchewan | +306 531 7468 | jennyrose.orolfo@gmail.com

Summary

An energetic and professional individual who provides the experience and critical thinking necessary to successfully facilitate client relations and achieve business goals. Highly organized, with excellent time management, multitasking, and prioritization skills. Work experience includes front-end web development, CMS website design, course content creation and automation, email marketing, funnel building, social media management, graphic design, 3D design, virtual reality (VR) games, and technical support.

Qualities and Skills

Technical Skills

- Front-end Development such as HTML, CSS and Javascript, JQuery, Bootstrap, VS Code
- Basic Knowledge in API
- Web App Development using REACT
- Website Design using various Content Management System(CMS) platforms such as WordPress, Kajabi, Squarespace, Clickfunnels, Kartra, LeadPages, GHL
- User Experience (UX) - Sketch, wireframe, mockup, and prototyping using Adobe XD and Figma
- Graphic and Digital Designing such as Flyers, postcards, logos, banners, social media posts using Adobe Photoshop, Adobe Illustrator and Adobe InDesign
- Workflow Automation and App integrations using Zapier, GHL, Hubspot
- Email Management and Marketing using platforms such as Mailchimp, Kajabi, ActiveCampaign, InfusionSoft
- Video Creation and Editing using Filmora and Adobe Premier Pro
- Knowledgeable in Version Control such as SourceTree or GitHub Desktop
- Audio Editing using Audacity and Audition
- Documenting and Reporting using MS Office
- Familiarity in programming like SQL, C# and VB.NET
- Creating presentations using MS Powerpoint, Google Slide, and Canva Presentation
- Excellent in using Office and Cloud Applications like Google Workspace and MS Office 365
- Familiarity with PC troubleshooting and other hardware components necessary in the workspace.

Qualities

- Strong English communication both written and verbal.
- Team player and open-minded
- Highly organized and Goal-oriented
- Critical thinker
- Productive and creative
- Project management
- Time management
- Flexible, reliable, and dependable
- Problem Solver

Relevant Experience

Website Designer – Summer Job

Naida Communication

Winnipeg, Manitoba Canada

May 2023 – August 2024

Responsible for developing and designing websites for various accounts as well develop workflow and automation depending on clients' requirements.

- Developed and designed an e-commerce website using WordPress, Woocommerce DiviBuilder, CSS, JavaScript, PHP, and plugins.
- Created a web page using HTML, CSS, Javascript and VSCode.
- Set up workflow automation and app integration using Zapier for a Shopify e-commerce website to Nutshell CRM.

Website Designer – Contract Part Time

Superpower Digital Marketing

Edmonton, Alberta Canada

December 2022- December 2023

Helping and working with different clients to develop and design their websites. I am also responsible for creating lead pages, sales funnel, email automation and system integrations as well as designing graphics, and flyers for social media marketing.

- Designed pages using Wordpress & Divi builder and some CSS coding.
- Created social media graphics using Canva & Photoshop
- Setup Email Automation using ConvertKit
- Setup System integration using a 3rd party tool like Zapier
- Designed Sales funnel using Clickfunnels
- Setup Email Automation from WordPress Landing page to InfusionSoft using embedded form.

Freelancer – Website Designer

Upwork / Outsourced Clients

July 2017- Present

Helping and working with different clients to develop their business online, update their content on the website, and create and manage emails and social media content, flyers, and graphics. Performing, maintaining, and updating their existing website.

- Set up, create and design a website using Content Management System (CMS) like Kajabi WordPress, Wix, Squarespace, Clickfunnels, and Kartra.
- Develops and manages an e-newsletter campaign utilizing Mailchimp, Active Campaign, Infusionsoft and other email marketing tools.
- Customizing pages using HTML and CSS
- Creating Mockup using Figma & Adobe XD
- Design graphics using Adobe Photoshop, Adobe Illustrator and Canva.
- Create flyers, logos and banners for marketing promotional.
- Design lead and sales pages, offers, courses for online entrepreneurs, coaches and consultants.
- Manage Social Media Accounts.

- Assist clients in their day-to-day activities either in the administrative or technical aspects of the business.
- Performing maintenance and upgrades for existing websites.
- Completing all the projects within budget and timeline.
- Create templates of approved website layouts.
- Uploading videos and placing them on their sites.
- Ensure the proper flow of this process, desktop, and mobile design management.
- Administrative tasks associated with additional web services.

Analyst Programmer

Ormina Realty and Development Corp

Quezon City, Philippines

April 2015- Feb 2016

Responsible in maintaining and updating HRIS system to current server technology. Skilled in analyzing problems, designing and implementing solutions, and working with users.

- Responsible for developing and enhancing new/existing modules in HRIS (In-house program/VB6).
- Upgraded In-house POS from vb6 to c#.net windows applications.
- Responsible for the creation of new tables, trigger, stored procedures and views in MS SQL.
- Responsible for the creation of reports using Crystal Reports.
- Documenting technical processes according to SDLC standard procedure.
- Research and resolve user concerns/problems, perform operation functions when needed.
- Supports programming changes during quality assurance, user acceptance testing, and post implementation to ensure the integrity of an application.
- Release implementation and validation troubleshooting and fixing of post-implementation issues.
- Reviewed detailed analysis documents or specifications and provided feedback regarding content and design approach.

.NET Programmer

Push Technologies Inc.

Pasig City, Philippines

July 2014 – April 2015

Supporting the client in the analysis of relevant data and responsible for developing and delivering complex financial reports to clients.

- Creating forms using .Net
- Implementing changes and updates on the current server using .NET
- Responsible for creating accounting reports using Crystal Report.
- Documenting technical specifications according to SDLC procedure.
- Assist team leader and colleagues with any clients' requests.
- Conduct research to identify and analyze relevant data and report on results.
- Create and maintain various reports, tracking spreadsheets, and on-demand ad-hoc report requests, as needed, and within specific timeframes.

MIS Programmer

WORX Holding Inc

Quezon City, Philippines

July 2012 – July 2014

Responsible for developing and creating forms used in HRIS Modules. Supporting and managing tickets and inquiries from in-house clients.

- Responsible for creating business intelligence report using Qlikview.
- Responsible for developing HRIS for HR, Time keeping and Payroll Modules.
- Create forms for HR and payrolls.
- Assist request and tickets from other departments.
- Managed information technology resources for business.

Education

Diploma in Interactive Design and Technology

Saskatchewan Polytechnic – Regina, Saskatchewan
August 2023- May 2025

Diploma in Computer Programming

Informatics College – Manila Branch
May 2010 – May 2012