ALLANWIN FLORES, MIT

IT System Architect and WordPress Developer

Details

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B1 L60 Maligaya Park, Pasong Putik
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Philippines

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Email
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Date / Place of birth
07/30/1988
Cordon, Isabela, Philippines

Nationality
Filipino

Driving license
A, A1, B, B1, B2

Links

Portfolio

LinkedIn

Skills

WordPress Development
● ● ● ● ○

UI/UX Design & Wireframing
● ● ● ○ ○

Digital Marketing & SEO
● ● ● ● ○

Adobe Creative Suite
● ● ● ● ●

E-Commerce Website Management
● ● ● ● ○

Profile

Results-driven IT Professional and UI/UX Designer & WordPress Developer with a Master's Degree in Information Technology and over 8 years of combined international and local experience in web design, e-commerce development, digital marketing, and IT operations. Passionate about creating user-focused, responsive, and high-performing websites that support business growth and enhance digital presence. Dedicated to continuous learning, innovation, and delivering quality solutions in dynamic technology environments.

Employment History

IT SUPERVISOR, ALL CERTIFIED EQUIPMENT TRADING CORPORATION

Jul 2024 — Present   Quezon City, Philippines

Supervised the development of an enterprise-grade e-commerce using WordPress, enhancing online presence.

Designed and implemented a robust system system architecture while managing a mesh network for optimal performance.

Implemented and integrated ERP solutions to streamline business processes and improve operational efficiency.

IT/MEDIA OPERATOR, MAUQAH TECHNOLOGY LLC

Aug 2022 — Jun 2023   Abu Dhabi, United Arab Emirates

I handled key IT functions such as managing SAP Business One authorizations, processing procurement orders, and providing software and hardware support for PCs, servers, and printers.

I also oversaw data management, created reports using Dynamics365, assisted in software testing, and contributed ideas to improve team processes. My work included managing macOS and Windows environments, maintaining digital media servers, and ensuring data integrity and system reliability.

In addition, I performed preventive equipment maintenance, managed inventory and purchase orders, and stayed updated on new technologies.

I provided responsive internal IT support and helped enhance maintenance and reliability software by coordinating with field teams and the IT department to implement improvements to the SAP Business-One system.

Configured mobile devices using Jamf in Mobile Device Management.

Operated Linux OS Redhat and configuration updates of online chess technology known "Stockfish"

DIGITAL MARKETING ASSOCIATE, OMNICLOUDS COMPUTER SYSTEMS & COMMUNICATIONS EQUIPMENT SOFTWARE DESIGN LLC

Dec 2021 — Apr 2022 · Dubai, United Arab Emirates

I handled graphic and video design tasks, including editing videos using Adobe After Effects, Adobe Premiere Pro, and Filmora 9, as well as creating graphic and animated content using Photoshop, Illustrator, and Canva. I also managed various digital marketing responsibilities, such as maintaining website content and security, developing online marketing strategies, and executing marketing and advertising campaigns.

Additionally, I reviewed corporate maintenance KPI performance, provided insights for improvement, and collaborated with the team to support sales targets and overall company objectives.

DIGITAL MARKETING COORDINATOR, ART CENTRAL FOR FINE ARTS & PICTURE FRAMING LLC

Dec 2020 — Dec 2021 · Abu Dhabi, United Arab Emirates

I designed and developed e-commerce websites using WordPress, integrating systems such as Vend POS and the Telr payment gateway through API connections and JSON-based testing. I managed product updates from Vend POS to WooCommerce, including bulk publishing and updates.

Additionally, I provided technical support for desktop workstations, printers, and internet issues, while also maintaining and managing multiple websites to ensure optimal performance.

OFFICE MANAGER, DISTRICT MARKETING LLC

Apr 2019 — Nov 2020 · Abu Dhabi, United Arab Emirates

I managed office operations by supervising staff, maintaining systems, organizing procedures, handling correspondence, and overseeing office supply inventories. I coordinated and coached staff, managed schedules and meetings, and ensured confidentiality in all office transactions. I also provided customer service by greeting visitors and managing high-volume phone calls.

In addition, I handled technical support by designing and developing WordPress websites, troubleshooting hosting, domain, and hardware issues, and assisting end-users with software and system functionality.

I managed email systems, created and edited content for social media and marketing campaigns using tools like Filmora9, Photoshop, and Illustrator, and monitored SEO and user engagement. I produced creative content, developed stakeholder relationships, supported accounts management, and assisted in marketing strategies, advertising, and campaign execution.

IT TECHNICAL SUPPORT STAFF, PUREGOLD PRICE CLUB, INC.

May 2016 — Oct 2016 · Philippines

I managed POS operations, including opening and closing servers and terminals, monitoring for runtime errors, and supporting POS migrations. I provided user support, trained new IT staff, and assisted with annual inventory counts. I administered network systems and servers, including Windows 2008 Server, Active Directory, SQL Server, and domain/DNS servers, while maintaining hardware such as cash registers, PCs, and weighing scales.

I installed, configured, and maintained technical infrastructure, including hardware, software, network systems, biometrics, CCTV, and FTP. I administered the Merchandising Management System (AS400), performed backups, processed sales reports, and analyzed system errors and corrupted transactions. I also configured and monitored LAN/WAN networks, maintained cross-connect panels, diagnosed network issues, and processed and monitored store sales transactions.

ADMINISTRATIVE AIDE 1, ISABELA STATE UNIVERSITY MAIN CAMPUS

Sept 2014 — Sept 2015   Philippines

I regularly inspected IT equipment, identified and reported items for condemnation to management, and provided support to office staff. I troubleshooted issues with PCs and laptops and maintained accurate records of all IT equipment and their assigned locations.

Education

Isabela State University – Cauayan City, Isabela, Master in Information Technology

2018

Thesis Title: Decision Support System of Goat Semen

Isabela State University Main Campus – Echague, Isabela, Bachelor of Science in Information Technology

2014   Echague, Isabela, Philippines

Best in Thesis of 1st technological category

St. John Berchmans High School, High School Graduate

2005

References

References available upon request