

# SHEENA BANQUILLO

## WEB & GRAPHIC DESIGNER

Mapulang Lupa,  
Valenzuela, Philippines

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[www.sheenabanquillo.com](http://www.sheenabanquillo.com)

## BOOK MY SERVICES VIA



## PERSONAL PROFILE

I am a Web Designer with experience in designing website using WordPress, Wix, & Click funnels expert. I am also a Graphic Designer and General Virtual Assistant

## AREAS OF EXPERTISE

- Adobe Photoshop & Adobe Illustrator, Adobe XD
- Canva
- Windows Server
- WordPress, Clickfunnel, Mailchimp, Mailerlite, Active Campaign, Infusion soft, etc.

## ▶ ACADEMIC HISTORY

### PARTIDO STATE UNIVERSITY - TERTIARY

Bachelor of Science in Information Technology  
June 2009- March 2013

### CANUMAY NATIONAL HIGH SCHOOL - SECONDARY

L. San Diego St., Canumay West Valenzuela City  
June 2006 -March 2007

### CARAMOAN CENTRAL SCHOOL - ELEMENTARY

Caramoan, Camarines Sur  
2002-2003

## ▶ WORK EXPERIENCE

### FREELANCE WRITER

#### New Reading-GoodNovel, Up to present

- Writing Filipino/Tagalog Stories

### FREELANCE WRITER

#### Stary Ltd-Dreame, Up to present

- Writing Filipino/Tagalog Stories

### GRAPHIC DESIGNER & VA

#### Upwork,Freelance, Up to present

- Managing WordPress site, landing page design & etc
- ClickFunnel , Mailerlite, Mailchimp & Infusion Soft

### GRAPHIC DESIGNER & VA

#### Victoria Garlick, Online Business Entrepreneur October 2019-March 2020

- Creating Landing Page in MailChimp, Mailerlite, Clickfunnels & WordPress
- Email Marketing
- Web Research
- Writing Blogs

## ► WORK EXPERIENCE

### **TECHNICAL STAFF/OFFICE STAFF, UNIVERSAL INKPRO MFG. CORP.**

**August 1, 2015-February 27, 2019**

Mariano Ponce st., Bagong Barrio Caloocan City

#### **Job Description:**

- Answering calls, Email Management, Data Entry such as Preparing Product Batches for production use, Certificate of Analysis, Sorting and filing and other office works. Sampling, Testing and Evaluations of raw materials, Quality Control of finished goods, and managing production staff. Assisting Logistic department to ensure the product is delivered accordingly.

### **CUSTOMER SERVICE REPRESENTATIVE, INKMAKER INCORPORATED**

**April 1 2014-July 30, 2015**

Evangelista st., Bagong Barrio Caloocan City

#### **Job Description:**

- Resolving problems of customers via calls and emails, managing orders, and tracking. Data Entry such as preparing batches for production use and reports, sorting, and filing. I used to do monthly and year-end inventory manual checking and comparing it on the system.

### **OFFICE STAFF, MEGA PRECISION CORPORATION**

**August 12, 2013-February 21, 2014**

155th St. Cor. 10th Ave., Caloocan City

#### **Job Description:**

- Preparing invoices, purchasing supplies, managing employer and employees monthly benefits such as SSS, PHILHEALTH & PAGIBIG, Employees payroll, sorting, filing and data entry also.

### **PCOS TECHNICAL SUPPORT, COMELEC**

**May 6 and 13 2013**

#### **Job Description:**

- Provide technical support and assist in the National & Local election.