



RALPH BERNARD SERRANO

DIGITAL MARKETING

Contact

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Address

Muntinlupa City, Philippines

Expertise

Technical Skills:

- Web Development:
HTML, CSS, JavaScript,
Git
- Project Management:
Asana, Trello
- Microsoft Office,
Google Suite
- Design Tools:
Photoshop, Canva
- Video Editing: Davinci
Resolve

Soft Skills:

- Problem-Solving
- Time Management
- Adaptability
- Attention to Details
- Fast Learner

About Me

Results-oriented professional with a strong foundation in administration, project management, and web development. Proven ability to multitask, prioritize, and deliver high-quality work. Seeking a challenging role to leverage technical skills in HTML, CSS, JavaScript, and content management systems, while utilizing strong organizational and communication abilities to excel in administrative tasks.

Experience

JBY Industrial Supply and Services (2011-2020)

Technical Staff

Administrative Assistant:

- Streamlined administrative processes, increasing efficiency by 40%
- Managed complex projects, ensuring timely delivery
- Provided exceptional customer service and support

Web Developer: <https://jbyissbfb.wixsite.com/jbyiss>

- Independently designed, developed, and maintained the company website.
- Optimized website for user experience and search engine visibility.
- Implemented responsive design to ensure optimal viewing across devices.
- Troubleshooted and resolved technical issues to maintain website functionality.
- Stayed up-to-date with the latest web development technologies and trends.

Education

2024 - 2024 *Surge Freelancing Marketplace*
Executive Assistant Apprenticeship Program,
Masterclass Virtual Assistant Course

Accomplishments:

- Gold Certificate of Completion
- Awarded "Best in Web Management" and "Best in Setting a Freelancing Brand"

2012 - 2013 *Informatics College Northgate*
Advance Diploma in Gaming and Animation Technology

Portfolio: va-ralphbserrano.github.io/myportfolio/