

AIKIN DAGONDON

VIRTUAL ASSISTANT | WORDPRESS
DEVELOPER | GHL AUTOMATION TRAINEE

ABOUT ME

Versatile and self-motivated Freelance Web Developer, Graphic Designer, and Virtual Assistant with 5+ years of experience. Skilled in WordPress, Amazon research, VA tasks, and creative digital marketing. Adept at building, designing, and supporting digital business platforms.

EXPERIENCE

June
2016

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Sep
2016

Graphic Designer

Ville-Matti Hakanpää

- Created digital assets and layouts for web and social media
- Designed promotional graphics for print and digital platforms
- Collaborated with clients for revisions and feedback
- Ensured brand consistency across visual content

June
2017

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Dec
2017

Virtual Assistant

Sharonn Cole – Lady Boss Moves

- Handled email correspondence and administrative support
- Performed online research and data organization
- Scheduled meetings and managed calendar entries
- Maintained client spreadsheets in Google Sheets

2018

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2020

Website Developer

- Built and customized WordPress websites
- Installed and configured themes/plugins
- Integrated contact forms and maps
- Ensured responsive design for all screen sizes

2016

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2022

Computer Technician (LGU Kapatagan)

- Troubleshoot hardware and software issues
- Maintained and upgraded IT systems
- Installed and configured networks and printers
- Provided tech support for LGU staff

REFERENCE

Sharonn Cole

Lady Boss Moves

Skype: sharonn.cole

Marylilibeth B. Lagunsad – HRMO V

LGU Kapatagan

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Kapatagan, Lanao del Norte,
Philippines

EDUCATION

Diploma in Information Technology

Iligan Computer Institute

2013 - 2015

Poblacion, Kapatagan Lanao del Norte

SKILLS

WordPress, Elementor, WooCommerce

HTML/CSS, Canva, Photoshop

Amazon FBA/FBM, Helium 10, Keepa

Mailchimp, , Sniply, Google Workspace

SEO, Blogging, Social Media

Email Marketing

Video Editing

LANGUAGE

Filipino

English