



AIKIN DAGONDON

VIRTUAL ASSISTANT | WORDPRESS
DEVELOPER | GHL AUTOMATION TRAINEE

CONTACT

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- <https://aikindagondon.nielsen-group.com/>
- 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

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

<p>June 2016 – Sep 2016</p>	Graphic Designer Ville-Matti Hakanpää <ul style="list-style-type: none">Created digital assets and layouts for web and social mediaDesigned promotional graphics for print and digital platformsCollaborated with clients for revisions and feedbackEnsured brand consistency across visual content
<p>June 2017 – Dec 2017</p>	Virtual Assistant Sharonn Cole – Lady Boss Moves <ul style="list-style-type: none">Handled email correspondence and administrative supportPerformed online research and data organizationScheduled meetings and managed calendar entriesMaintained client spreadsheets in Google Sheets
<p>2018 – 2020</p>	Website Developer <ul style="list-style-type: none">Built and customized WordPress websitesInstalled and configured themes/pluginsIntegrated contact forms and mapsEnsured responsive design for all screen sizes
<p>2016 – 2022</p>	Computer Technician (LGU Kapatagan) <ul style="list-style-type: none">Troubleshoot hardware and software issuesMaintained and upgraded IT systemsInstalled and configured networks and printersProvided tech support for LGU staff

REFERENCE

Sharonn Cole Lady Boss Moves Skype: sharonn.cole	Marylilibeth B. Lagunsad – HRMO V LGU Kapatagan 063 227 9238
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