



LOU PINTON

EDUCATION

Tertiary
DAVAO DEL NORTE STATE COLLEGE
BS in Information Technology
2012-2016

Secondary
A.O. FLOIRENDO NATIONAL HIGH SCHOOL
2008-2012

SKILLS

- Web Developer
- Website Development and Maintenance
- General Virtual Assistant
- Social Media Management
- CRM Management
- Video Editing
- Intermediate Graphic Designing
- Email Marketing
- Course and Membership portal creation

TOOLS

- Kartra
- WordPress
- Canva
- HTML, CSS, JS, PHP
- Active Campaign
- MailChimp
- Infusionsoft
- Go high level
- Microsoft Excel, G-Sheet
- Adobe Photoshop
- Trello, Slack, Basecamp, Clickup, Monday.com, Asana

WORK EXPERIENCE

WEB DEVELOPER

Davao del Norte State College
April 27, 2016 – July 27, 2016

- By the time I graduated from college, the school hired me as their Web Developer to create a website that would promote the Giant Clams Sanctuary.
- The website will access inquiries about the tourist spot.

WEB DEVELOPER

Part-Time
January 2015 - October 16

- PSD and Figma designs to WordPress pages. A web developer hired me to help him complete the task but always assigned me a whole website for every task.

TEAM LEADER

VXI Global Holdings B.V
October 2017 - December 2020

- Started as a Customer Service Representative
- Promoted to a Subject Matter Expert
- Upgraded to a Team Leader Position
- Managed people
- Matrix management and evaluations

WEB DEVELOPER/VA

nSmarTrac & Unity Lodge
December 2020 - November 2022

- Worked as a web developer for the client where I build websites for the business of the client. Create Hotel Booking Website that can sync the AirBnB & Expedia Calendar. Also integrates with Email Marketing.
- Developed CRM website, add Timesheet and Time In/Out, and add Mobile notification. Add Integrate Google Maps API and Minimal Accounting on the website.

VIRTUAL ASSISTANT

December 2022 - June 2024

- Worked as a client's virtual assistant where we built websites for the client's business.
- Integrate payment gateways, CRMs, and Email Marketing.
- Email Marketing, Page Building, Membership Portal Creation
- Photo and Video editing for client's promotion and advertising.
- Website maintenance
- Do works on Google Sheets, Google Docs, and Google Forms.