



Jonard C. Pantoja

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Career Statement

Organized and adaptable team player with years of experience in web and print, specializing in content management systems like Adobe Experience Manager (AEM) and Drupal and seeking to leverage expertise in HTML5, CSS3, and graphic design to excel in a Web Content Manager role.

Professional Overview

Proficient in utilizing Adobe Experience Manager (AEM) and Drupal for website development and maintenance.
Skilled in HTML5/CSS3 coding for creating and updating web content.
Experienced in coordinating with cross-functional teams for website development projects.
Demonstrated ability in quality assurance and SEO techniques for website optimization.
Proven track record in graphic design and multimedia development using Adobe Creative Suite.

Education

2002 – 2006	Bachelor of Science in Computer Studies -Specializing in Airline Operations and Procedure (BSCS-AOP) <i>Philippine State College of Aeronautics, Pasay City</i>
1997– 2000	Computer System Design and Programming – vocational diploma <i>AMA Computer Learning Center, Bacoor Cavite</i>
1993 - 1997	Highschool Certificate <i>Tondo High School, Tondo Manila</i>

Professional Overview

Mar 2025 - present **Moneyhero Group – Bel-Air, Makati City**
SEO Content Specialist Support

- Helps with website updates by adding and sprucing up content on different pages
- Checks and tweaks articles to make sure they're SEO-friendly and match our brand style
- Uploads and keeps content fresh using the CMS, making sure everything looks good and consistent
- Works with team members from different departments to support our digital marketing efforts
- Uses basic SEO know-how to boost page performance and get more visitors
- Talks with stakeholders to stay aligned on goals and deadlines
- Juggles tasks like content review, SEO tweaks, and publishing on the CMS—keeping everything running smoothly

Sep 2024 – Jan 2025 **Hedy Philippines – MRM Marketing, BGC Taguig**
Delivery Manager for Hugo & Cat

- Create and maintain webpages using Sitecore /Umbraco
- Coordinate with Project Managers on website page types and content categorization

July 2020 – May 3, 2024, **McCann WorldGroup – MRM Marketing, BGC Taguig**

Content Manager for Team Chevy: Team 4

- Create webpages using AEM /Quantum for Crossbrands of GM (Cadillac, Buick, Chevrolet, and GMC)
- Creation of new pages for articles, video pages, etc.
- Handle Owner Center Project for GM Pages (Cadillac, Buick, Chevrolet, and GMC) in AEM
- Update graphics/images and videos
- Coordinate with Content Managers on website development and maintenance, as well as resolving technical issues.

McCann WorldGroup – MRM Marketing, BGC Taguig

Content Manager for Team 2 (July -Sept 2020)

- Member of the team handled Nippon Boehringer Site's Creation
- Creation of new pages using Drupal
- Coding of content for the page using HTML5/CSS3
- Create and update graphics/images
- Coordinate with Content Managers on website development and maintenance, as well as resolving technical issues.

June 2015- July 2020 **Trend Micro Philippines, Pasig City**

Web Marketing Specialist (under Sysgen Inc.) for the EMEA Team

- Maintenance of 14 Trend Micro Europe, Middle East, Africa (EMEA) Websites
- Quality Assurance of the 14 Trend Micro EMEA websites
- Maintenance of Website Product Database(PDB)
- Creation of new pages for new products, articles, video pages, etc.
- Creation of new pages using Adobe Experience Manager
- Coding of content for the page using HTML5/CSS3
- Create and update graphics/images
- Coordinate with the EMEA Web Marketing Team, Content Editors, and Company Stakeholders, all based in Europe, on website development and maintenance, as well as resolving technical issues.
- Keep current with emerging web technologies

Jun 2014 – Aug 2021 **MFI Polytechnic Institute (formerly MFI Foundation Inc.), Pasig City**

Lecturer / Trainor/Course Developer

- Part-time instructor for HTML & CSS, Adobe Illustrator and WordPress
- Develop Courseware for Adobe Illustrator
- Develop Courseware for WordPress
- Develop Courseware for Adobe XD

Dec 2010- Dec 2014 **Trend Micro Philippines, Pasig City**

Web Content Specialist (under Sysgen Inc.) for US Team

- Maintenance of US and CA Websites
- Quality Assurance of the Trend Micro US Website
- Creation of new pages for new products, articles, video pages, etc.
- Update web page content (images, videos, flash animations, and text)
- Develop HTML / CSS codes for web pages

Oct 2009 – Jun 2010 **G' Core Group Inc, Quezon City**
Web / Graphic Designer

- Create study logos to be used for Product labeling
- Develop product labels
- Create company tarpaulins, brochures, and business cards
- Generate company website for promotional venture
- Creates audio-visual presentations and computer-aided designs

Oct 2008 – Jun 2009 **CrisiantWeb Development, Makati City**
Senior Graphic Specialist I

- Create the graphics for electronic media and advertising.
- Perform the typesetting, illustration, and web design.
- Accomplish the processes required in printing to produce press-ready artwork.
- Produce new extraordinary material for logo designs.
- Construct flash animations for client websites
- Generate design templates in PSD format to be used by programmers for websites

Oct 2007 – Mar 2008 **HSBC Electronic Data Processing, Alabang**
Operations Associate

- Assist client's needs with regard to their accounts
- Handling calls pertaining to card member's credit card accounts

Jun 2007 – present **MFI Inc. (formerly Meralco Foundation Institute), Pasig City**
Lecturer / Trainor

- Part-time instructor for Adobe Photoshop CS3, Dreamweaver CS3 and Flash CS3

May 2005 – Jul 2007 **Educational Outreach through E-Learning, Tayuman**
Project Interactive Leader / Flash Animator, Graphic Designer, Web Designer

- Produces animations for interactive modules
- Performs communication with the deaf team for graphics requirements
- Consolidates graphics and animations from other team members to create the interactive module
- Make simple flash games if the module requires to
- Monitors the whole team's progress
- Sends weekly progress to the client regarding the number of modules being finished

Oct 2000 – Feb 2004 **Meralco Foundation Institute, Pasig City**
Lecturer / Trainor

- Part-time instructor for Macromedia Flash 5 / MX and Visual Basic 6.0

Mar – Aug 2000 **Meralco Foundation Institute, Pasig City**
Laboratory Assistant

- Repairs and Maintains PC functionalities as well as installations of software
- Prepares TTCP Manuals of the instructors for their participants

Project–Based Work:

June – Sep 2016 **Seanmir Fashion Boutique Inc.**
Clothing Store

- Created a website for an online fashion boutique using Shopify.
- Modify the content of sections and pages, such as text images.

Apr-May 2015 **Skywalker Sports, DUBAI UAE**
Sportswear Designer

- Creates designs for the basketball camp's athletic needs, from design to print.
- Designs tarps, leaflets, and social media images for the camp – promotional needs.

Oct – Nov 2010 **Richmed Pharma, Quezon City**
Project-based Graphic Designer / Web Designer

- Create study logos to be used for Product labeling
- Develop product labels
- Create company flyers, brochures, and business cards
- Develop website studies

Oct 2010 **UNICOMM Ingredients Phils, Makati City**
Project-based Web Designer / Consultant

- Steered design proposals and Final Design layout for the company website

Sep 2010 **Bahay Essentials Sales Team Inc, Pasig City**
Freelance Graphic Designer

- Create study logos to be used for Product labeling
- Develop product labels
- Create company catalogs and other marketing materials

Aug 2010 **Bureau of Customs, Port Area Manila**
Project-based Web Designer / Consultant

- Re-design the look and feel of the BOC Website layout
- Develop site features such as gallery/animations
- Update site content

Jul – Sep 2010 **Web Enterprises PH, Mandaluyong City**
Project-based Web Designer

- Generate websites for several subsidiary companies

June – Oct 2010 **GreatNaturalProducts Inc, Quezon City**
Project-based Graphic Designer

- Create study logos to be used for Product labeling
- Develop product labels
- Create company tarpaulins, brochures, and business cards

Jul – Sep 09 **AgriNurture INC, Quezon City**
Freelance Graphic Designer

- Create study logos to be used for Product labeling
- Develop product labels
- Create company catalogs and other marketing materials

On-line Projects

Temporary Web Portal (<http://halfway-there.wixsite.com/mysite>)

Website for Bureau of Customs (<http://www.customs.gov.ph>)

Website for Philsca (Philippine State College of Aeronautics)(<http://www.philsca.edu.ph>)

Website for FS Automation (<https://www.fsautomation.com>)

Website for FS Automaiton Ver. 2 (<https://fsautomationandsolutions.com/>)

Achievements

- Pass the AEM Quantum Author Plus Certification (Aug 2023)
- Pass the AEM Quantum Author Certification (Dec 2020)
- Pass the TESDA **National Certification** III for Visual Graphic Designer (AM1/TM1) (March 6, 2009)
- Pass the **Macromedia Certified Flash MX Designer** certification exam for experts' accreditation (March 23, 2004)

Training and Seminars

14 November 2010 **Adobe Illustrator CS4**
 Henry N. Ong II
 Rizal Village, Makati City

27 June – 1 July 2006 **APEC Digital Opportunity Center Week**

	<i>Seminar for eGOV, SME, and Bridging the Digital Divide</i> Taipei International Convention Center Taipei City, Republic of China
28 Jan 2006	<i>Software Salad using Macromedia Director 8.5</i> Development Academy of the Philippines Olivarez, Tagaytay City
28 Jan 2006	<i>Tween Toppings on Macromedia Flash MX</i> Development Academy of the Philippines Olivarez, Tagaytay City
27 Jan 2006	<i>Airline Operations and Procedures</i> Development Academy of the Philippines Olivarez, Tagaytay City
27 Jan 2006	<i>Film Potato using Adobe After Effects.</i> Development Academy of the Philippines Olivarez, Tagaytay City
27 Jan 2006	<i>3D Dressing Recipe in Maya 5.0</i> Development Academy of the Philippines Olivarez, Tagaytay City
9 Nov. - 14 Nov. 2005	<i>Linux Basics and Administering Linux</i> Philippine State College of Aeronautics
14 Sep 2005	<i>Microsoft Office 2003 Power Tips</i> Rizal Ballroom, Makati Shangrila
12 Feb 2005	<i>Digital Imagery in PhotoShop CS</i> Development Academy of the Philippines Olivarez, Tagaytay City
12 Feb 2005	<i>Fast Track to Flash MX</i> Development Academy of the Philippines Olivarez, Tagaytay City
13 Feb 2004	<i>Web Page Design in Dreamweaver MX</i> Philippine State College of Aeronautics
26 Oct 2001	<i>FLASH 5-Advanced Techniques Class</i> Wordtext Systems, Inc. Cinema 3 Greenbelt Mall, Makati City
25 Oct 2001	<i>Bring 3D to the Web Seminar.</i> Wordtext Systems, Inc. Cinema 3 Greenbelt Mall, Makati City
7 Sep 2001	<i>Unleash the Power Seminar</i> Wordtext Systems, Inc. On Stage Greenbelt Mall, Makati City
May 15-16 2001	<i>Assessment for Student Performance</i>

Meralco Foundation Inc., Professional
Development Center, Talisay Batangas

April 2 - 4 April 2001

Fundamentals Of In-Depth Training (FIT)

Meralco Foundation Inc., Professional
Development Center, Talisay Batangas

Dec. 7- 12 Dec. 2000

Increasing Training Effectiveness

Module 3: Training Preparation and Animation
Meralco Foundation Institute

30 Nov. - 02 Dec. 2000

Accelerated Learning Seminar Workshop

Meralco Foundation Institute

27 Nov. 2000

Education Solution Seminar

Wordtext Systems, Inc.
New World Renaissance Hotel

Competencies

Flash MX / MX 2004 / CS3 – CS5	10 years experience
Photoshop 7.0 / CS / CS3 / CC	8 years experience
Illustrator CS3 / CC	4 years experience
Fireworks CS3	2 years experience
Figma	5 months experience
Canva	2 years experience
InDesign CC	1 year experience
Premiere Pro	1 year experience
HTML, XHTML	9 years experience
Dreamweaver MX / MX 2004 / CS3 – CS5	7 years experience
CSS	6 years experience
Adobe Experience Manager	7 years of experience
WordPress	3 years experience
Imperia 8.6 – 9.0 (CMS)	3 years of experience
Shopify	4 months experience
Drupal	6 months experience
Umbraco	5 months experience
Visual Basic 6.0	5 years experience
PHP & MySQL	1 year experience
jQuery	1 years experience
Sonic SoundForge 6.0	3 years experience
Swishmax	3 years experience

Online Pages

https://www.behance.net/jonard_pab91
<https://halfway-there.wixsite.com/mysite>

<http://jonardp.deviantart.com/gallery/?catpath=/>

Referees

Available upon request