



CONTACT

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EDUCATION

- ▶ 2012-2016
NEW ERA UNIVERSITY
BEED- General Education

SKILLS

Web Development

- ✓ WordPress
- ✓ Divi Builder
- ✓ Website Design
- ✓ Responsive Design
- ✓ Website Maintenance
- ✓ Landing Page Design
- ✓ Basic SEO
- ✓ Website Content Management

Project Management

- ✓ Project Planning
- ✓ Task & Timeline Management
- ✓ Client Coordination
- ✓ Project Coordination
- ✓ Quality Control

Social Media & Design

- ✓ Social Media Management
- ✓ Content Creation
- ✓ Graphic Design

CHARISSE TEJANO

WEB DEVELOPER | PROJECT MANAGER | SOCIAL MEDIA MANAGER

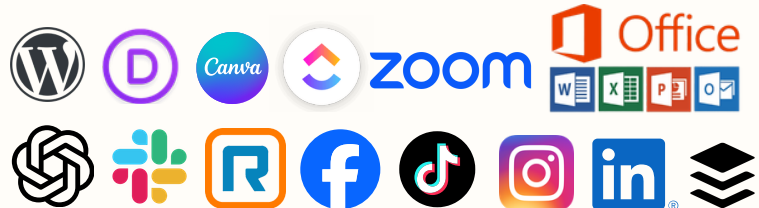
Web Developer, Project Manager, and Social Media Manager experienced in creating and managing professional websites, coordinating projects, and developing digital content. Skilled in WordPress, Divi, website design, social media management, graphic design, and client communication.

WORK EXPERIENCE

DFW Website Designer 2024-Present

WEB DEVELOPER | PROJECT MANAGER | SOCIAL MEDIA MANAGER

- Design, develop, and maintain professional WordPress websites.
- Create responsive websites using Divi Builder.
- Manage website projects from planning through completion.
- Coordinate client requirements, timelines, revisions, and project deliverables.
- Communicate with clients and ensure projects meet their expectations.
- Manage multiple website projects while maintaining deadlines and quality.
- Create and manage social media content for clients.
- Design social media graphics, promotional materials, and marketing content.
- Support clients with their overall online presence and digital marketing.



REFERENCE

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