

JEROBEL GENOBIAGON

Sto. Niño Village, Cebu, Philippines
gjerobs@gmail.com | 0967 011 5499

PROFESSIONAL SUMMARY

Versatile **IT Specialist** and **WordPress Developer** with over 8 years of experience in IT operations, web development, and digital design. Adept at creating and managing WordPress websites, handling technical support, and producing multimedia content. Brings strong troubleshooting skills, network expertise, and a background in accounting for efficient administrative support. Proven ability to bridge the gap between tech, design, and business needs.

CORE SKILLS

- **WordPress Development:** Custom themes, plugins, and CMS maintenance
 - **Web Design:** HTML, CSS, JavaScript, Elementor, WPBakery
 - **Graphic & Video Editing:** Adobe Photoshop, Illustrator, Premiere, Canva
 - **IT Support:** Hardware/software troubleshooting, user support, systems setup
 - **Network & Systems:** Windows, Linux, macOS, network configuration
 - **Business Tools:** Advanced Microsoft Excel, QuickBooks, Email hosting
 - **Other Tools:** cPanel, FileZilla, Google Workspace, Mailchimp
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WORK EXPERIENCE

IT Specialist / WordPress Developer

Abejo Waters Corp. – Banilad, Cebu City

January 2016 – December 2024

(032) 505-2248

- Developed, maintained, and updated the company's WordPress website.
- Designed landing pages, optimized site speed, and ensured mobile responsiveness.
- Managed business emails, hosting, and domain settings.
- Handled end-to-end IT operations: hardware/software setup, printer and network maintenance.
- Managed CCTV systems and data logger calibration for metering.
- Edited promotional videos and created visual content for marketing use.
- Assisted in administrative tasks including permit renewals and staff IT onboarding.

Accounting Staff

Abejo Waters Corp.

August 2014 – December 2015

- Encoded and reconciled financial records using QuickBooks.
 - Prepared Excel-based summaries of liquidation and expense reports.
 - Handled monthly government filings (SSS, PHIC, HDMF).
 - Monitored loan payments and ensured timely processing.
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EDUCATION

Associate in Computer Science

Negros Oriental State University (2012 – 2014)

Dean's Lister | Scholarship Recipient

TRAININGS & SEMINARS

- **Graphika Manila Online 2021** – Creative Conference | *View Certificate*
 - **4th International River Summit** – Radisson Blu Hotel, Cebu City (2018)
 - **HR Latest Trends Seminar** – Mandarin Plaza Hotel, Cebu City (2018)
 - **Google I/O 2017 Extended** – J Centre Mall, Cebu (2017)
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CHARACTER REFERENCES

Engr. El Laicon Añana

Civil Engineer – Steadfast Builders Construction Corp.

0921 404 9432

Mark Bryan Pasilan

Accountant

0935 237 2619 | 0917 805 6788

Mr. Richie Flores

Sales Manager

0917 307 9987