

# **Adrean Delgado**

I'm a WordPress developer with a passion for clean design and smart digital solutions. I help businesses build websites that are not just beautiful—but effective, fast, and built to grow.

## **Contact:**

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San Lorenzo Ruis St. Hippodromo Cebu City, 6000

## **Education:**

Bachelor of Science in Information Technology

University of the Visayas (2017-2022)

## **Work Experience:**

### **Secretary**

Bureau of Internal Revenue – Freelance

Oct 2021 – Jan 2022

Provided administrative support and handled a variety of office tasks, including data encoding and computer-based documentation.

Assisted with technical tasks and maintained organized records for internal use.

Delivered responsive customer service and ensured timely handling of tax-related inquiries.

**Skills:** English, Computer Literacy, Financial Accounting, Data Entry, Customer Service, Tax Accounting

### **IT Support Specialist**

411 BPO

Jun 2022 – sep 2022

Resolved hardware, software, and network issues for internal users.

Provided end-user support with clear communication and efficient troubleshooting.

Managed IT assets, performed system backups, and implemented basic security protocols.

Collaborated with IT teams on upgrades, deployments, and process improvements.

**Skills:** Technical Support, Web Development, Communication, English, Self-Learning, Leadership

### **Web Developer / Web Designer**

MTC LitPrimix OPC

July 2022 – DEC 2023

Resolved hardware, software, and network issues for internal users.

Provided end-user support with clear communication and efficient troubleshooting.  
Managed IT assets, performed system backups, and implemented basic security protocols.  
Collaborated with IT teams on upgrades, deployments, and process improvements.

**Skills:** Technical Support, Web Development, Communication, English, Self-Learning, Leadership

### **Web Developer / Web Designer**

JustMe Digital Marketing Solutions

Jan 2024 – april 2025

Manage end-to-end order fulfillment processes, ensuring timely delivery and client satisfaction.  
Design and develop responsive, visually engaging websites using WordPress and Elementor.  
Create branding and marketing materials, including logos, social media graphics, and web assets.

Provide IT support and administration, including hardware/software troubleshooting and systems maintenance.

Maintain internal networks and ensure data security, system backups, and efficient IT infrastructure.

Collaborate with marketing and project teams to ensure seamless digital execution across platforms.

**Skills:** WordPress Development, Elementor, Graphic Design, Fulfillment Management, IT Administration, Technical Support, Branding, Adobe Creative Suite