

Contact

eaquino@pm.me

www.linkedin.com/in/elaineaquino
(LinkedIn)

www.elaineaquino.com (Blog)

Top Skills

Blogging

Research

Social Media Marketing

Languages

Filipino (Native or Bilingual)

English (Full Professional)

Certifications

Registered Nurse

Honors-Awards

Philippine Nursing Licensure Exam
Passer

Miss Kagay-an 3rd Runner Up

Philippine Professional Civil Service
Exam Passer

Elaine Aquino

Web Workflow Automations Specialist, Web Developer, and Content
Creator at ElaineAquino.com

Northern Mindanao

Summary

Hi, I'm Elaine! I am a digital content creator covering topics on content creation and content management as a multi-passionate. I am very interested as well about open source, web development, and writing, among others. I have a background in administrative work, sales, marketing, and customer service. I believe in kindness, patience, and resilience. Soft skills, a good mindset, and persistent communication are key to achieving both life and work goals.

Experience

Beautiful Things and Memories Vlog

Youtuber

September 2019 - Present (1 year 1 month)

:: Recorded weekly vlog episodes

:: Edited videos through iMovie and Canva

:: Designed and created teaser videos for distribution on Instagram stories and posts

:: Repurposed content for IGTV

Beautiful Things and Memories Podcast

Podcast Host

October 2019 - Present (1 year)

:: Recorded weekly podcast episodes

:: Edited podcast episodes with Audacity

:: Built in transition audios through Anchor.fm

:: Designed teaser videos and sound clips for distribution on Instagram stories and posts

ElaineAquino.com

Content Creator/ Web Developer

November 2006 - Present (13 years 11 months)

- :: Wrote blog posts for the following topics: content creation, content management, personal development, web development, etc.
(elaineaquino.com)
- :: Hosted Beautiful Things and Memories podcast based on blog content
(anchor.fm/elaineaquino)
- :: Hosted Beautiful Things and Memories vlog on YouTube (youtube.com/elaineaqs89)
- :: Created social media assets and podcast/ vlog teasers (instagram.com/itselaineaquino)
- :: Developed my own personal/ professional website
- :: Designed and branded my own theme for WordPress using OceanWP
- :: Created and coded automations when my site was hosted through static pages to schedule blog posts to post on preferred dates and times
- :: Created zaps via Zapier to automate adding tags to subscribers as they purchase my products and services on my website
- :: Managed overall backend of my personal website
- :: Coded theme customizations with PHP for my WordPress theme

Light Me Up USA

Part Time Web Developer and Designer

July 2020 - August 2020 (2 months)

- :: Fulfilled all client needs and specs for design and development
- :: Designed website theme through Divi
- :: Designed over 80+ web pages
- :: Optimized website for search engines (SEO)
- :: Developed a site map
- :: Automated adding specific pages to display as a list on one page on the site

Polymedic Medical Plaza

Registered Nurse

August 2017 - September 2017 (2 months)

Cagayan de Oro

- :: Hemodialysis Nurse Training

Cagayan de Oro Medical Center

Registered Nurse

May 2017 - June 2017 (2 months)

Cagayan de Oro

- :: Staff Nurse Training

Writers.ph

Academic and Research Writer

September 2016 - January 2017 (5 months)

- :: Came through with writing projects as per client's needs and requirements
- :: Conducted Internet and offline research for references on topics for writing

Consolidated Contractors International Company

Receptionist/ Secretary

October 2014 - May 2016 (1 year 8 months)

Dubai, United Arab Emirates

- :: Greeted guests
- :: Managed timekeeping hours
- :: Assisted engineers with clerical requests
- :: Managed accounting documents, releasing of cheques and formal e-mail correspondence

Globe Telecom

Store Specialist

January 2014 - April 2014 (4 months)

Cagayan de Oro City, Philippines

- :: Addressed customer service issues, concerns, and requests

Angelo's Ristorante

Restaurant Manager (Pre-operations)

July 2013 - October 2013 (4 months)

Cagayan de Oro City, Philippines

- :: Looked after and managed human resources, restaurant equipment setup, and social media marketing

Informatics Computer Institute - Cagayan de Oro Center

Career Consultant

April 2013 - July 2013 (4 months)

Cagayan de Oro City, Philippines

- :: On-field marketing using flyers and informational services
- :: Guided fresh graduates and potential enrollees with courses offered

Equiprent Corporation

Administrative Aide

May 2012 - October 2012 (6 months)

Cagayan de Oro City, Philippines

- :: Conducted clerical work: organizing, segregating, and encoding

- :: Performed accounting tasks, for receipts, vouchers and cheques
- :: Distributed employee payroll

Education

Liceo de Cagayan University

Bachelor of Science (B.S.), Nursing · (2009 - 2012)

Xavier University - Ateneo de Cagayan

Bachelor of Science - BS, Nursing · (2007 - 2009)

Xavier University - Ateneo de Cagayan

High School Diploma · (2002 - 2006)

Corpus Christi Grade School

· (1994 - 2006)