

# TRISTAN KHALIL A. SINGKALA

BANSALAN, DAVAO DEL SUR  
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## OBJECTIVE

Seeking any position that is applicable to my qualifications.

- Knowledgeable in WordPress Theming, Customization and Maintenance.
- Knowledgeable in Divi Builder and Elementor Builder
- Knowledgeable in setting up eCommerce site using WordPress & WooCommerce plugin;
- Knowledgeable in WHM and cPanel server management.
- Knowledgeable in email newsletter using WP plugins such as Bloom, MailChimp, Aweber & MailPoet.
- Knowledgeable in setting up WordPress Landing Page.
- Knowledgeable in Basic on-page SEO
- Experienced in handling customers' concern via web chat
- Knowledgeable in using Trello and Slack for project management
- Word Processing using MS Word or Google Docs
- Reputation for dependability, honesty, dedication, and enthusiasm.

## WORDPRESS PORTFOLIO

Red Wolf Entertainment: <https://redwolfent.com>

Build Canada: <http://build-canada.ca>

A Compass for Life: <https://acompassforlife.com>

Encash Express: <http://encashexpress.com>

See Pets on Track: <https://seepetsontrack.com>

## EXPERIENCE

**WordPress Developer / CMS Technician** (Part-time : Red Wolf Ent.)

September 2017 – present

redwolfent.com, USA

Design, develop and replicate WordPress sites for clients.

**WordPress Developer / CMS Technician** (Part-time : SPCM Network)

February 2014 – March 2017

SP.CM, USA

Manage and update WP site content. Setup clients' account in WHM/cPanel.

Assist clients on their issue regarding the server or their WordPress Sites.

**Freelance WordPress Developer / VA** (oDesk- on call)

July 2012 – present

Build-Canada.com, Canada

Manage and update site content. Do WordPress site maintenance.

## Skills

### WordPress

Theming  
Customization  
DIVI 3.0  
Elementor PRO  
WP Bakery

Updates and  
Maintenance

Plugin Usage &  
Updates

Landing Page  
Setup

Newsletter  
Campaign

**WHM & cPanel**  
Setup &  
management

**Adobe Photoshop**  
Intermediate  
Photo  
Manipulation and  
Graphic Design

**MS Office Suite**  
and Google Docs

**CSS**  
Basic  
HTML/XHTML

**Animoto Video**  
Creation

Windows 10  
working  
environment

**Freelance WordPress Developer / VA (Part-time)**

2016 – March 2017

**Ms. Anna Santos, CANADA**

Manage and update site content. Perform WordPress site maintenance. Create online newsletters. Schedule Social Media Posts.

**Freelance WordPress Developer / VA (oDesk)**

November 2012 – 2013

**DelayAForeclosure.com, USA**

Manage and update site content. Do WordPress site maintenance.

**Freelance VA**

October 2012 – October 2013

**KESocialMedia.com, Canada**

Works on graphic design, social media marketing and wordpress setup and maintenance.

**Freelance VA**

June 2012 – March 2013

**AnnJones.com, USA**

Works on graphic design, social media marketing and wordpress setup and maintenance.

## **CERTIFICATIONS & AFFILIATIONS**

**WordCamp Philippines 2012**

**Host: Andrew Dela Serna - WordCamp Philippines 2012 Lead Organizer**

**Asian Management Institute, Makati City, PH - October 2012**

**Mastering Online Ranking Conference 2012**

**Host: SEO Organization Philippines**

**Morong, Bataan, PH - September 2012**

**Secrets of Virtual Assistant Success**

**Host: Philippine Virtual Assistant Network**

**UP-Diliman, Quezon City, PH - September 2012**

**Mastering Online Ranking Conference 2011**

**Host: SEO Organization Philippines**

**UP-Diliman, Quezon City, PH - October 2011**

**PC Operations NC II**

**Technical Education and Skills Development Authority (TESDA), License**

**Certificate # 081202021814 - Can be verified online at TESDA website**

**Kidapawan City, North Cotabato, PH - June 2008**

## EDUCATION

### Information Technology, A Technical-Vocational Course

June '02 – October 2008

#### Global Systems Institute of Technology

Bansalan, Davao del Sur, Philippines

Studies focused in data entry, multimedia design, basic computer programming, HTML and PC Operation, maintenance and repair.

## PERSONAL REFERENCE

- **Dustin Salmons**      **SPCM Network**      **Skype: cdsalmons**
- **Jason Rosart**      **Build-Canada.ca**      [jayrosart@gmail.com](mailto:jayrosart@gmail.com)
- **Aira Mae Esguerra**      **Ambition Media**      **Skype: live:ce.airamae**
- **Mann Reyes Jr.**      **A Compass for Life - acompassforlife@gmail.com**