

JERICO VELLINA

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Portfolio - <https://dodgerblue-penguin-447485.hostingersite.com/>

PROFESSIONAL SUMMARY

WordPress Developer with 4+ years of experience supporting US-based clients by developing, maintaining, and optimizing WordPress websites using Elementor Pro. Proficient in responsive web development, website performance optimization, on-page SEO, and troubleshooting technical issues. Helping businesses strengthen their online presence through reliable, user friendly, and performance driven WordPress websites.

KEY SKILLS

WordPress Development | Elementor Pro | HTML | CSS | JavaScript | PHP | Responsive Web Design | Landing Page Development | Website Maintenance | Website Performance Optimization | WordPress Troubleshooting | Website Migration | On-Page SEO | Yoast SEO | Gravity Forms | Plugin Management | Theme Customization | Image Optimization | Cross-Browser Compatibility | WP Engine | Cloudflare

PROFESSIONAL EXPERIENCE

WordPress Developer / Elementor Developer

Charlotte SEO (Plumbing Marketing Firm - USA) | January 2022 – July 2026

- Developed and maintained WordPress websites for multiple plumbing businesses using Elementor Pro.
- Built responsive landing pages, service pages, and location pages optimized for desktop, tablet, and mobile devices.
- Maintained and updated **400+ client websites for 4 years**, ensuring consistent functionality and performance.
- Implemented on-page SEO improvements including meta information, internal linking, image optimization, and SEO-friendly page structures.
- Customized layouts and resolved website issues using HTML, CSS, and Elementor.
- Optimized website speed through image compression, caching configurations, and performance improvements.
- Managed staging environments and assisted with website migrations before deployment.
- Configured and maintained WordPress plugins including Gravity Forms, Yoast SEO, caching plugins, and optimization tools.
- Collaborated with project managers and designers to deliver high-quality websites while meeting project deadlines.
- Performed regular website maintenance, content updates, bug fixes, and quality assurance testing.

Technical Support (Part time)

Revolutize (Singapore) | September 2021 – April 2022

- Maintained Shopify stores by uploading products, updating website content, and resolving technical issues.
- Assisted team members by providing CSS solutions for Shopify storefront customization.
- Ensured website accuracy and functionality through regular updates and troubleshooting.

Social Media Manager / Email Marketing (Part time)

TheLittleTibet (London) | February 2022 – August 2022

- Managed social media content for e-commerce products across multiple platforms.
- Edited product images and created engaging captions to improve online presentation.
- Maintained consistent branding across social media and website content. Optimized website speed through image compression, caching configurations, and performance improvements.

Quality Assurance Intern

WELA School System | August 2021 – November 2021

- Evaluated website functionality and identified bugs before deployment.
- Reported issues to developers and project managers to improve website quality.
- Assisted in ensuring website usability and functionality across multiple pages.

Encoder / Data Entry (Government)

DSWD & ATI Caraga | January 2018 – July 2020

- Entered and verified over **13,000 records** while maintaining a high level of accuracy.
- Organized government records and ensured database integrity.
- Managed documentation and performed administrative data processing tasks.

TECH PROFICIENCY

Web Development: WordPress, Elementor Pro, HTML, CSS, JavaScript, PHP

Hosting: WP Engine, Hostinger

SEO & Performance: On-Page SEO, Yoast SEO, Website Performance Optimization, Core Web Vitals, WP Rocket, W3 Total Cache

Project Management & Communication: ClickUp, Trello, Slack, Google Meet, Zoom

AI & Automation: ChatGPT, Claude AI, Google Gemini

Design & Content: Canva, Adobe Photoshop, CapCut

Productivity: Google Workspace (Drive, Docs, Sheets), Microsoft Office (Word, Excel, PowerPoint)

EDUCATION

Bachelor of Science in Information Technology

Caraga State University, Butuan City, Philippines 2018-2022

LANGUAGES

English: Professional Working Proficiency

Filipino: Fluent