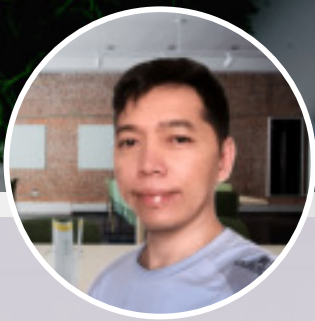


# Neilvert Dela Cruz

WEBSITE/TECHNICAL SPECIALIST



## Objective

To pursue a career in a reputable company by diligent efforts and to affiliate with an organization that provides me with opportunities to expand my knowledge and contribute to the company.

## Contact Details

✉ neil.dc75@gmail.com

🌐 [www.neildc.com](http://www.neildc.com)

📍 Pioneer Woodlands  
Pioneer st. cor. EDSA,  
Mandaluyong City, Manila, 1550  
Philippines

📍 From Los Angeles, California



## Expertise

- Web Hosting Services
- Web Technical Specialist
- cPanel/WHM Configuration
- WordPress Development -E-commerce, Blog, Service, News, Online Course, Food & Restaurant, Membership, LMS site, Many more
- Website Maintenance
- Troubleshoot Website Issues
- SEO Optimization
- Social Media Marketing
- Html, Css, Js, Php
- Adobe Photoshop, Premier, etc
- Canva
- Microsoft Office skills
- Google Application
- Fluent in English
- Excellent written and verbal communication skills
- 50+ WPM typing skills

## Work History

### TECHNICAL SPECIALIST WEB HOSTING

#### Bluehost - Concentrix INC. | 2019 - present

- Knowledgeable with Bluehost.com, Hostinger.com, Godaddy.com, and other Web hosting services.
- Strong technical skills and well versed in all common Website problems including viruses, slow performance, DNS issues, SSL errors, redirects issues, database connections, website troubleshooting, and other errors.
- Knowledgeable on Shared, VPS, and Dedicated server
- Strong Understanding how DNS works and DNS configuration
- Able to configure Domain transfer, FTP, cPanel, WHM, PHP-based
- Able to provide a procedure in website/email migration
- Excellent understanding of SMTP, IMAP, POP, and Mail client Configuration
- Ability to use SSH client like Cygwin and Putty
- Knowledgeable in WordPress development, maintenance, technical support
- Has a firm understanding of many website builders such as WordPress, Shopify, Weebly, Wix, Squarespace, many more
- Highly motivated and able to work independently and multitask

### WEB SPECIALIST - NEIL DC | FREELANCER

#### 2018 - Present

- WordPress Development -E-commerce, Blog, Service, News, Online Course, Food & Restaurant, Membership, Many more
- Ability to Manage a website and solve technical issues
- Shopify, Wix, Squarespace, Weebly, Builder, Many more
- Abode, Figma, Canva, GitHub, Microsoft, Google,
- Html, Css, Js, Php
- SEO Specialist - On-page, Technically, Off-page
- Social Media Content Marketing

### MARKETING | RM HYDRO AIR INC. (RAINBOW)

#### 07/2015 - 02/2018 Cerritos City, California, USA

- Promote company products, services, and saving plans
- Prepare and arranged products demonstration to clients
- Marketing for outbound, inbound, email, social advertising

### COMPUTER TECHNICIAN | ADVANTECH CO LTD

#### 02/2010 - 05/2012 Fullerton, California, USA

- Specializes in analyzing, designing and Information systems
- Assembles components and parts for all system level products
- Responsible for the processing of all computer units

## Education History

### SEO SPECIALIZATION

University of California, Davis on Coursera.

#### Certificate earned at October 28, 2021

- Introduction to Google SEO
- Google SEO Fundamentals
- Optimizing a Website for Google Search
- Advanced Content and Social Tactics to Optimize SEO
- Google SEO Capstone Project

### GENERAL BUSINESS ADMINISTRATION

#### Coastline College - USA

2014 - 2018 Fountain Valley, California, USA

### SCIENCE AND MATH

#### Coastline College - USA

2015 - 2018 Fountain Valley, California, USA