

Curriculum vitae of

## RENEN JOSE SAN LUIS NAVALTA

Electra St. Abu Dhabi, UAE  
Web: <http://www.rjnworks.com>  
Email: [rjnworks@yahoo.com](mailto:rjnworks@yahoo.com)  
Y! Messenger: rjnworks  
Mobile: 050-9960836



### OBJECTIVE

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To obtain a position with a strong, forward thinking, progressive company where I can fully utilize my knowledge and expertise as an IT professional.

### PROFESSIONAL EXPERIENCE

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**No Comment Advertising – Abu Dhabi, UAE**  
March 2008- Present

- **Web Designer/Multimedia Designer**
  - Design and Develop new media solutions for clients such as websites, cd-roms, and other multimedia presentation.
  - Prepare project quotation details for specific client.
  - Purchase and manage clients' domains and hosting.
  - Meet with clients in person for their desired requirements.
  - Gather data for use in web development
  - Provide draft designs to clients for approval.
  - Provide IT solutions to clients that would benefit their project requirements and their company.
  - Deploy projects on time according to client's set timeline.
  - Provide technical support to clients in person, by phone and by email.
  - Maintain and ensure smooth operation of client's website over the internet.
  - Provide help to clients in expanding their network and potential buyers through web marketing.
  - Maintain good relation and communication with clients.
  
- **IT Support**
  - Ensure that workstations in the office are running smoothly.
  - Maintain and manage office email accounts.
  - Maintain and manage the web server of the office.
  - Maintain the office's computer network system.
  - Assist office staff on the right usage of certain computer application.
  - Troubleshoot computer-related problems and provide solutions to each problem.

**Ateneo de Zamboanga University – Zamboanga City, Philippines**  
June 2000- January 2008

- **Web Master**
  - Create and maintain the university's official website.
  - Meet with different offices for their needs and information with regards to the institution's website.
  - Gather data for use in the web development.
  - Ensure that the website is up and running on a day to day basis.
  - Update contents of the website.
  - Create Micro sites of different offices and departments and integrate to the main website.
  - Design and Develop the database system of the website.
  - Provide a portal for website content providers such as the president, offices and other staff.
  - Train the staff on the usage of the website especially the content providers.
  - Respond to staff needs on the content to be displayed on the website.
  - Market the website online for an easy-reach to potential students and alumni of the school.
  - Research, integrate and keeping abreast to new web technologies on the university's website.

- **IT Instructor**
  - Provide various computer applications training to students and university staff.
  - Formulate lesson plans that would benefit different level of knowledge of the participants
  - Conduct series of seminars workshop to a number of local government offices employees.
  - Prepare handouts and learning materials to be used during and after seminars for the participants.
  - Provide extended help and support to workshop participants thru email.
- **IT System Support**
  - Ensures that the web server of the university is up and running.
  - Maintain and manage the database content of the web server of the university.
  - Troubleshoot computer-related problems and provide solutions to each problem.
  - Assist office staff on the right usage of certain computer application.
  - Provide telephone and email support to university staff with regards to computer applications.

**University of Calgary – Canada, National University of Laos and Ministry of Health - Laos  
March 2006 – January 2008**

- **IT Consultant**
  - Commissioned by the University of Calgary to be in Vientiane, Laos to help design and develop website for the Faculty of Medical Sciences, National University of Laos and the Ministry of Health.
  - Provide solution to Lao staff in coming up with a web presence for their respective offices.
  - Train the staff on web development software and on how to update their websites.
  - Conducted series of workshop on web design and development.
  - Provide technical support to Lao staff with regards to their web presence.
- **Web Developer**
  - Design and develop their initial website and later to be updated by the Lao staff.
  - Gather data for use in the web development.
  - Created a database system for the Laos and Canadian physicians to track medical records of patients online which was integrated to Faculty of Medical Sciences website.
  - Maintain and manage the web server of Faculty of Medical Sciences and Ministry of Health.
  - Provide bi-monthly report of patients' medical records database to the IT coordinator in University of Calgary.

**ZC Kings Lending Inc. – Zamboanga City, Philippines  
April 2000 – May 2000**

- **System Developer**
  - Automate the firm's manual processing of their ledger.
  - Data Encoder
  - Administrative and clerical works

## **PROFESSIONAL SKILLS**

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- **Web Design and Development**
  - Macromedia Dreamweaver - HTML, CSS/XHTML, JavaScript, PHP/MySQL
  - Database-driven websites
  - Content Management System
  - Macromedia Flash
  - Adobe Photoshop
  - Open-source scripts setup and in-website integration.
- **Computer Graphics and Multi-media Design**
  - Adobe Photoshop, Macromedia Flash, Adobe After Effects and other related computer graphics applications
- **Desktop Publishing**
  - Adobe Photoshop, Adobe Pagemaker, Adobe Illustrator

- **Digital Photography**
  - Creatively capturing and post-processing images using Adobe Photoshop and Adobe Lightroom
- **Computer System Maintenance and Troubleshooting**
- **Network Maintenance and Troubleshooting**
- **Microsoft Office/Productivity Tools**
  - Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Access
- **Knowledgeable in Windows Operating System, LINUX, Novell NetWare, Apache Web Server, Cpanel Web Server Management.**

## EDUCATIONAL ATTAINMENT

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- **1996-2000**  
**Bachelor of Science in Management Information System**  
 Major, Management Information System  
 Ateneo de Zamboanga University  
 1996-2000
- **On the job training:**  
 Philippine National Bank  
 Information Officer
- **System Developed:**  
 Donors File Monitoring System Database  
 Philippine National Red Cross, Zamboanga City Chapter, Blood Bank

## SEMINARS ATTENDED

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- **E-Commerce Capability Build-up for SMEs**  
 (Awareness Program and E-Commerce Business Plan Workshop)  
 July 10-13, 2001  
 conducted by PTTC and The Regional Information Technology and  
 E-Commerce Committee
- **Seminar Series on Graphics & Publishing**  
 Integrating Professional Print & Web Publishing Tools  
 PDF Secrets for the Web  
 Photoshop Power Shortcuts  
 Web Animation Essentials  
 Just Flash It  
 June 14-17, 2001  
 Conducted by the Philippine Trade Training Center (PTTC)

## ONLINE PORTFOLIO

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For a full list of web projects please log on to:  
<http://www.rjnworks.com>

For digital photography portfolio please visit:  
<http://rjnworks.multiply.com>