

Maurine Camilo

Web administrator

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📍 1234 Elm Street, New York, NY
10001

Education

Associate of Arts in Web Administration at Ivy Tech Community College

Aug 2012 - May 2017

I've learned how to design and develop websites, as well as how to manage web servers.

Links

[linkedin.com/in/maurinecamilo](https://www.linkedin.com/in/maurinecamilo)

Skills

HTML

CSS

JavaScript

ReactJS

Node.js

Express

MongoDB

Languages

English

Spanish

Profile

I am a web administrator with over 5 years of experience. I have worked in various industries and have gained valuable knowledge and skills in the process. I am well-versed in web administration, server management, website development, graphic design, and online marketing. I am a team player who is able to work independently when needed. I am proactive and always willing to learn new things.

Employment History

Web Administrator at Bluehost, IN

May 2022 - Present

- Successfully implemented a new server for the company which resulted in decreased downtime by 20%.
- Managed and monitored over 500 websites, ensuring 99.9% uptime for all sites.
- Configured firewalls and routers to protect against outside attacks while allowing necessary traffic through.
- Created backups of all data on a daily basis to prevent loss of information in case of system failure.
- Worked with developers to create testing environments that accurately represented production servers.
- Installed updates and security patches on a regular basis to keep systems secure and running smoothly.

Web Administrator II at SiteGround, IN

Jul 2017 - Mar 2022

- Led team of 4 web developers in designing, coding, and testing e-commerce website for client with 100 SKUs which resulted in \$1 million increase in sales.
- Worked with marketing department to develop SEO strategy that increased traffic to company website by 20%.
- Implemented Google Analytics tracking code on all company websites resulting in improved data collection and analysis.
- Wrote custom scripts to automate various tasks related to website administration, saving the company an estimated 10 hours per week.
- Monitored server logs and performance metrics on a daily basis, taking proactive measures to prevent downtime or site slowdowns.
- Responded quickly to customer inquiries and complaints via phone and email, often resolving issues within 24 hours.

Certificates

Certified Web Administrator (CWA)

Feb 2021

Certified Internet Webmaster (CIW)

Jul 2019