

Colleen Rose Ragay

Personal

Name
Colleen Rose Ragay

Address
Tupaz Street, North Poblacion
Bacong Negros Oriental
6216 Bacong

Phone number
09977819304

Email
kesh17aki@gmail.com

Date of birth
15-06-1992

Place of birth
Dumaguete

Gender
Female

Nationality
Filipino

Marital status
Single

Website
<https://koriinsan.weebly.com>

Interests

Hiking, Playing Football, Adventure trips, Watching Anime and movies, Painting and Drawing

To secure and find a position where a progressive and innovative company can utilize my existing skills in the areas of my experiences and customer service.

Work experience

GRAPHICS, WEB DESIGN AND ANIMATION Oct 2012 - Mar 2015

Entheos IT, Inc., Dumaguete

Adapting current trends in designing mobile and web applications (Responsive designs), logos and websites, and multimedia services.

GUEST INSTRUCTOR/FACULTY Jun 2014 - Jun 2015

Foundation University, College of Computer Studies, Dumaguete

TYPESETTER 3B2/LATEX CONTENT ANALYST Jun 2015 - Jun 2018

SPI Global – Content Solutions, Dumaguete

Responsible for typesetting, proofreading, and carrying layout correction activity according to the SBU/Company’s productivity and accuracy standards. Analyzes and carries out text correction according to job specifications and standards. Batches source documents according to predefined guidelines as well as job specifications and standards.

QUALITY IMPROVEMENT SPECIALIST Jul 2018 - Sep 2019

SPI Global – Content Solutions, Dumaguete

Keeping control of the quality output, provides analysis of the feedback errors and implement corrective actions to prevent the error to re occur. Ensures quality output to customers and promotes excellent service also responds customer complaints and provides resolutions. Also generates daily, weekly and monthly reports to clients.

Education and Qualifications

Bachelor of Science in Information Technology Jun 2008 - Mar 2013

Foundation University, Dumaguete

Cookery NCII Nov 2019 - Dec 2019

Team Skills (TESDA), Dumaguete

Vocational course supported by TESDA

References

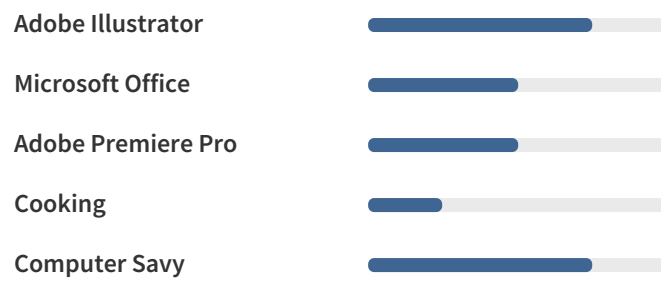
Cathryne Mae Gayo-Catubay SPI Global – Content Solutions,
+639178268199

Rowena E. Sarte SPI Global – Content Solutions
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Jeffrey Rivera Foundation University
+639154637722

Skills

Adobe Phototshop



Achievements

Completed and Passed the Lean Six Sigma Yellow belt Certification, Completed and Passed Cookery NCII Certification from Tesda