

# Hoperson Meneses

Administrative Professional | Graphic & Web Designer



## About Me

Administrative professional with over 10 years of experience in a Philippine government office, specializing in records management, documentation, and office coordination. Detail-oriented, reliable, and experienced in handling confidential information. Recently transitioned into freelance graphic and web design, strengthening digital, technical, and remote work skills.



## CONTACT



San Jose City, Nueva Ecija



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hopersonmeneses@gmail.com



www.hoperson.wprova.com



## SKILLS

Administrative & Technical Support:

Troubleshooting, documentation, project coordination, database management.

Productivity Tools:

(Google Workspace, MS Office)

Web & Design Tools:

WordPress + Elementor, HTML, CSS, JavaScript.

Graphic Design Tools:

Figma, Adobe Photoshop and Illustrator.

SEO & Optimization:

On-page optimization, keyword research, content structuring, site performance.

Soft Skills:

Creative problem-solving, attention to detail, communication, time management.



## EDUCATION

### Bachelor of Science in Computer Science

PHINMA Araullo University – Cabanatuan City, Nueva Ecija  
2006 – 2010

- Studied software applications, database systems, and computer fundamentals, with additional knowledge in HTML, CSS, and JavaScript.



## EXPERIENCE

### Professional Experience : IT/Administrative Staff

National Irrigation Administration (NIA) | 2011 - 2025

#### Job Description

- Maintained accurate records and digital files, making sure information stayed updated and well structured.
- Supported the team by tracking tasks, organizing workloads, and helping ensure deadlines were met.
- Coordinated administrative tasks such as supply requests, inventory checks, and general office logistics.
- Created spreadsheets, trackers, and templates in Google Workspace and Microsoft Office to improve organization.
- Assisted in database management, technical documentation, and office coordination.

### Freelance Experience: Graphic and Web Designer

2025 - Present

#### Job Description

- Designed banners, logos, and UI layouts
- Built and maintained websites using WordPress and Elementor
- Created design systems and reusable components in Figma
- Managed client communication and revisions remotely

#### Design Projects

- Design System Development Using Figma
- WordPress + Elementor Personal Portfolio Website

## CHARACTER REFERENCE

Mr. Jude Requiz

SEO Specialist

ProVA

✉ requizgerardos31@gmail.com

Mr. Clint D. Pudadera

Web Developer & Graphic Designer

ProVA

✉ pudscd@gmail.com



## CERTIFICATION

SEO Fundamentals  
2025

WordPress Development  
2025

Administrative Management Trainings  
2025



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