

Hoperson Meneses

Administrative Professional | Graphic & Web Designer



About Me

Web and graphic designer focused on creating clean, functional, and brand-driven designs. Skilled in Adobe Creative Suite, Figma, and WordPress CMS, with a solid understanding of SEO fundamentals. I combine creative design with structured workflow and attention to detail to deliver high-quality digital solutions.



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 365)

Web & Design Tools:

WordPress + Elementor, HTML, CSS, JavaScript.

Graphic Design Tools:

Figma, Adobe Photoshop, Illustrator, and Capcut.

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

- Built a strong foundation in software applications, database systems, robotics, and systems development, with working knowledge of HTML, CSS, and JavaScript for web development.



EXPERIENCE

Professional Experience : IT/Administrative Staff

National Irrigation Administration (NIA) | 2011 - Present

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 brand assets including logos, banners, and UI layouts
- Vectorized and refined client logos for scalable print and digital use
- Built and maintained WordPress websites using Elementor
- Developed design systems and reusable components in Figma

Design Projects

- Logo Vectorization and Brand Identity Refinement
- Landing Page, E-commerce and UI Layout Design for Small Businesses
- WordPress + Elementor Personal Portfolio Website

CHARACTER REFERENCE

Mr. Jude Requiz

SEO Specialist

ProVA

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Mr. Clint D. Pudadera

Web Developer & Graphic Designer

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CERTIFICATION

SEO Fundamentals
2025

WordPress Development
2025

Administrative Management Trainings
2025

