

Jay B. Espinosa

09662346020

DESKTOP PUBLISHING SPECIALIST



A Career with a progressive organization that will use my education, skills, abilities, and experience in a way, where I can effectively contribute to operations in any capacity that best matches my skills and experience.

EXPERIENCE

DESKTOP PUBLISHING SPECIALIST

Ingenuiti

- Create and publish page designs and various printed materials in a professional style. These tools create layouts of text and other graphic files for publishing in either print or digital formats, focusing on materials like magazines, blogs, eBooks, newspapers, and other online publications.

DESKTOP PUBLISHING SPECIALIST

Part Time DTP Tomedes

- Create and publish scan certificate to editable file.
- Create editable from PDF or any other source files.
- Create and publish page designs and various printed materials in a professional style. These tools create layouts of text and other graphic files for publishing in either print or digital formats, focusing on materials like magazines, blogs, eBooks, newspapers, and other online publications.

Team Leader

SPi GLOBAL, April 2015 – December 2021

- Handles meeting, orientations, discussions about updates related to both Journal and Technical aspects.
- Monitors performance, attendance and activities of personnel.
- Investigates the validity of negative feedback coming from Authors/Editors or Production Officer/Editor.
- Strictly follows a given plan/target to meet the required quota.

DESKTOP PUBLISHING SPECIALIST

SPi GLOBAL, April 2010 – July 2015

- Providing effective and efficient service in incorporating Author's/Editor's corrections and making sure that quality standards are met.
- Incorporating Author's and/or Editor's corrections with the basis of the Journal's standard instructions.

XML Editor

SPi GLOBAL, July 2014 – April 2015

- Providing effective and efficient service in incorporating Author's/Editor's corrections and making sure that quality standards are met.
- Incorporating Author's corrections with the basis of the Journal's standard instructions.

Graphics Designer

Sea Dreams Resort, October 2016 – November 2016

Graphics Designer

Lil's Website, August 2010 – September 2010

- Design Website for Foreign Client

Video Editing

Freelance Video Editor

- Creates YouTube Video Intro and Outro
- Creates Instagram Reels
- Motivational Video

COMPUTER SKILLS :

- Knowledgeable in various Microsoft Office Programs
 - Strong, clear and effective communicator
 - Familiar in XML, HTML programming language
 - Ability to follow detailed procedures and solve complex problems
 - Able to mix with people with different kinds of personalities and behaviors
 - Experience Video Editing using Filmora 9 and Adobe Premiere Pro
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EDUCATION

College

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

June 2005 – March 2010

FOUNDATION UNIVERSITY

Dumaguete City, Negros Oriental Philippines

High School

June 2001 – March 2005

FOUNDATION UNIVERSITY HIGH SCHOOL

Dumaguete City, Negros Oriental Philippines

Grade School

June 1996 – March 2001

CALINDAGAN ELEMENTARY SCHOOL

Dumaguete City, Negros Oriental Philippines