

JOECHARMIE SOLON

📍 Taguig City, Metro Manila

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EXPERIENCE

● Digital Project Manager II

Datawords

📅 January 2025 - Present

📍 Makati, Metro Manila

- Coordinate daily with international teams and clients to drive smooth project execution
- Interpret briefs, launch projects, and align with internal/external stakeholders
- Track progress, manage risks, and adjust plans to meet priorities and deadlines
- Collaborate with technical teams to ensure projects stay on strategy and within budget
- Oversee quality control, documentation, invoicing, and post-launch validation
- Prepare reports, support special initiatives, and improve workflows through KPIs

Digital Specialist II

📅 April 2024 - January 2025 (9 months)

- Manage content updates, localization, and feature integration using Salesforce CMS
- Resolve site issues and optimize SEO, media, and data integrity
- Collaborate with global teams to deliver high-quality web projects on time

Digital Specialist I

📅 March 2023 - April 2024 (1 year 2 months)

Junior Digital Specialist

📅 August 2022 - March 2023 (8 months)

Digital Specialist - Intern

📅 April 2022 - August 2022 (5 months)

Real Estate Executive Virtual Assistant

Cyberbacker

📅 February 2022 - May 2024 (2 years 4 months)

Sure! Here's your revised description in third-person point of view, condensed into 2 clear bullets:

- Manages client social media accounts and business pages, including content creation, video editing, and post scheduling via Meta Business Suite
- Maintains contact databases and supports daily operations through administrative and marketing tasks

Technical Support Representative

Harte Hanks

📅 August 2019 - December 2019 (5 months)

📍 Taguig, Metro Manila

As a Level 1 Technical Support Representative, I focus on effectively deescalating and resolving customers' basic technical concerns. I was assigned to an international account specializing in pay-per-view subscriptions for sports entertainment media

Customer Service Representative

Alorica

📅 April 2019 - July 2019 (4 months)

📍 Makati, Metro Manila

As a Customer Service Representative, I addressed customer concerns related to their orders. During periods of high call volume, I was also assigned as a chat agent while handling inbound voice calls for an international account.

Human Resources Intern

Convergys

📅 October 2017 - December 2017 (3 months)

📍 Makati, Metro Manila

During my internship for Senior High, I was assigned to the Digital Sourcing team, where I managed applicant sourcing and conducting outbound call to schedule and interview candidates who applied through Jobstreet, Facebook, and email.

EDUCATION

Bachelor of Science in Information Technology

Polytechnic University of the Philippines

Magna Cum Laude

📍 Sta. Mesa, Manila

FRONT-END

HTML

JavaScript

JSON

CSS

BACK-END

XML

PHP

MySQL

Python

COBOL

C#

Java

C

CONTENT MANAGEMENT SYSTEMS (CMS)

SFCC - Demandware

WordPress

OTHERS

Jira

Microsoft Office Tools

BrowserStack

KW Command

Meta Business Suite

Google Workspace

Adobe Photoshop