

HENJIE MARTUS

WEBSITE SPECIALIST

PROFILE

I am dedicated to maintaining the financial health of the organization. My ability to adapt and learn quickly, combined with my commitment to excellence, ensures that I meet and exceed expectations in any role I undertake.



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Purok Tambis 2, Kangkaibe,
Bantayan, Cebu Philippines

SKILLS

- Website Designing
- Graphic Design
- Video Editing
- Social Media Managing
- CSR

EDUCATION

BSIT (Undergrad)

Tertiary
2011-2013

Bantayan National High School

Secondary
2007-2011

Vito Elementary School

Elementary
2001-2007

WORK EXPERIENCE

Senior Website Specialist

Jun 2022 - Oct 2024

Zamazob Inc.

- Managed the company's retail and distribution website on Shopify, ensuring smooth operations and performance.
- Administered site updates, optimized content, and monitored metrics.
- Created custom images for products and banners to enhance visuals.
- Collaborated with the marketing team on social media posters and scheduled posts.
- Handled inventory, order processing, and fulfillment coordination.
- Managed and scheduled posts for social media pages to maintain engagement.

UGC Video Editor

Jan 2024 - Jul 2024

(Part Time)

- Edit and optimize user-generated content for social media platforms.
- Add captions, transitions, and effects to align with brand guidelines.
- Adapt videos to fit formats like Instagram Reels, TikTok, and YouTube Shorts.
- Collaborate with teams to meet content goals and deadlines.
- Stay updated on trends to create engaging and relevant content.

Shopify E-Commerce Specialist

Jul 2021 - Jun 2022

Elite Automation Philippines

- Built and managed the distribution website on Shopify, ensuring functionality and user experience.
- Appointed as admin to oversee daily operations and site optimization.
- Added and updated products with accurate descriptions and visuals.
- Managed inventory levels to ensure stock accuracy and availability.
- Handled customer support, resolving inquiries to maintain satisfaction.
- Processed orders and coordinated fulfillment for timely delivery.

Shopify E-Commerce Support

Jan 2021 - Jun 2021

EVAS

- Built and customized Shopify e-commerce websites for clients.
- Provided customer support and addressed inquiries.
- Added top products from Amazon and researched target suppliers.
- Managed Walmart seller applications for compliance and setup.

Layout Artist

Oct 2017 - Apr 2019

Arttrephils JC Prints

- Designed album cover posters and layouts with precise dimensions.
- Retouched images and colors using Adobe Photoshop and Lightroom.
- Organized image assets for efficient workflow.
- Performed photo manipulation for artistic effects.

Assistant Graphic Artist

Mar 2017 - Sep 2017

ARS Studio

- Created rush ID pictures and customized designs for lanyards and IDs.
- Designed tarpaulins, mug graphics, and restaurant menus.
- Produced photo manipulations based on client requests.
- Developed creative layouts for T-shirt printing and other promotional materials.

Internet Attendant

Mar 2014 - Feb 2016

ZXC Gaming Station

- Assisted customers and provided technical support.
- Organized PC tools and maintained equipment.
- Performed troubleshooting, cleaning, and reformatting of computers.
- Installed software and configured networks and printers.