



SHAYNA ANDRIEZE YJASMIN GOLES

Web Designer & GoHighLevel Developer | WordPress | HTML, CSS & JavaScript

Web Designer and Developer with experience creating responsive, user-focused websites, landing pages, and digital experiences. Skilled in GoHighLevel/GrowthHub365, WordPress, HTML, CSS, and JavaScript, with hands-on experience building funnels, forms, popups, CRM integrations, and workflow automations. Strong background in UI/UX and translating client requirements into polished, functional web experiences. I also provide supporting creative services including graphic design, video editing, social media content, and basic administrative support when needed.

Contact

- 0991-222-8588
- shayna.goles31@gmail.com
- yassycreates.lol/
- P-22 Francisco Subdivision
Calinan Davao City

Education

- Bachelor of Science in
Computer Science
- University of Mindanao
2018-2024
Matina Davao City

Skills

- Organized
- Social Media Management
- Graphic Design
- Web designing
- Video Editing

Experience

- Web Designer & GoHighLevel Developer
Dr. C. Williams Enterprises | Remote 2026
 - Design and develop responsive websites using GrowthHub365 (GoHighLevel).
 - Build and customize website sections using HTML, CSS, and JavaScript.
 - Develop landing pages, funnels, CTAs, forms, and popups.
 - Configure CRM and workflow automations for lead capture and follow-up.
 - Implement client feedback and iterative UI/UX improvements.
 - Collaborate with the client/team on website structure, user experience, and conversion strategy.
- Web Designer / Social Media Manager
Russell Cutchall | Remote March 2026 - May 2026
 - Designed, developed, and maintained responsive WordPress websites with a focus on clean layouts, usability, and mobile responsiveness.
 - Updated website content, images, and layouts while ensuring consistent branding and functionality.
 - Created social media graphics, promotional materials, and branded assets using Canva and Adobe Photoshop.
 - Edited short-form videos and reels for social media platforms to increase engagement and strengthen brand presence.
 - Planned, created, scheduled, and managed content across Facebook and Instagram.
 - Collaborated directly with the client to implement website improvements, marketing materials, and creative content.
 - Ensured all digital content aligned with the client's brand identity and project goals while meeting deadlines.



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Experience

- Creative Director
\$2 Bill Brand | Contract
October 2025 - January 2026
 - As a Creative Director, I craft brand style guides, website mockups, and product designs that create a clear, cohesive visual identity. I work closely with clients and teams to translate brand vision into strategic, user-focused designs that enhance experience and impact.
 - I thrive in fast-paced environments, balancing creativity and precision to deliver visual solutions that elevate brands and engage audiences.
- Social Media Manager / General VA
Smart Virtual Staff | Fulltime | Hybrid VA
July 2023- March 2026
 - Managed and scheduled social media content across platforms
 - Designed engaging graphics and reels using Canva and other tools
 - Performed administrative tasks including calendar management, data entry, and file organization
 - Assisted with basic web design tasks and maintaining simple websites
 - Ensured branding consistency and supported marketing campaigns
- Social Media Manager
Freelance (Fiverr)
January 2025
 - Scheduled and organized social media content using trackers to maintain consistency.
 - Wrote engaging captions aligned with the client's brand voice and goals.
 - Created and managed a content calendar to keep posting structured and on track.
 - Coordinated with the client to ensure posts matched campaign timelines and objectives.



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- Social Media Management ● ● ●
- Graphic Design ● ● ●
- Web designing ● ●
- Video Editing ● ● ●

Experience

- Customer Support** May 2023 - November 2023
Independent Contractor
 - Handled inbound customer calls and service inquiries.
 - Scheduled residential cleaning appointments.
 - Assisted customers with booking changes and updates.
 - Responded to customer emails and messages.
 - Maintained accurate scheduling and client records.
 - Delivered professional customer support for U.S.-based clients.
- Web Designing** Dec 2021-Oct 2022
Freelance
 - Built and customized WordPress sites for small businesses
 - Created logos, graphics, and optimized UI for better performance
 - Collaborated on branding and design strategy using HTML, CSS, and basic JS
- Junior Web Dev (Internship)** June 2021-August 2021
Mediaone PH
 - Supported website development for a food-and-tech company
 - Assisted in UI/UX improvements and debugging
 - Worked closely with senior developers to maintain site performance