

# MAIMUNA RAHMAN MUNA

## “WordPress Web Designer”

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## OBJECTIVES

Experienced WordPress Web Designer with a proven track record of creating visually captivating websites using WordPress, WooCommerce, HTML, CSS, jQuery, and optimizing them for search engines. Over 6 years, I've successfully delivered 200+ websites and collaborated with international companies, including educational sports teams and youth clubs. My passion for web design and keen eye for detail make me an ideal candidate for a WordPress Web Designer position in a forward-thinking web agency.

## EDUCATION

### Bachelor of Science in Computer Science & Engineering

2018

University of Information Science & Technology, 4 years

## WORK EXPERIENCE

### Web Designer

Mar 2023- Oct 2023

#### FreshySites

- Converted high quality designs into dynamic website using Wordpress
- Built 100+ websites and maintained 30+ websites
- Designed the internal pages of all the websites
- Worked with DIVI and Beaver Builder
- Used major premium plugins in the workflow
- Used Figma and Adobe XD in the development process all websites
- Developed Highly Responsive and Cross Browser Compatible websites
- Used reusable components to simplify development workflow
- Strictly followed WCAG 3.0 guidelines
- Maintained retainers websites to ensure optimal performance of live websites
- Worked on multiple projects at once to ensure fast turnaround of priority projects
- Contributed to the development of internal tools and processes
- Worked with project managers to ensure top quality and 100% client satisfaction
- Collaborated with team members to ensure fast turnaround
- Used project management tools like Asana to organize, collaborate, and execute tasks
- Integrating Google Analytics, Linking analytics tools with lead generation forms

### WordPress Developer

Jun 2022- Feb 2023

#### Bloom Web Solutions

- Develop dynamic & woocommerce WordPress websites

- Collaborate with cross-functional teams to gather and implement requirements
- Utilize technologies such as CMS- WordPress, CSS, JavaScript, and PHP to create responsive and user-friendly designs
- Optimize website performance and implement SEO best practices
- Contribute to the development of internal tools and processes
- Conducting website performance tests.
- Monitoring the performance of the live website.
- Build clean and organized webpages.
- Integrating Google Analytics, Linking analytics tools with lead generation forms.
- Adding basic technical SEO components and tracking page speed performance.

## **WordPress Developer**

**Nov 2021- May 2022**

### **Remote Office**

- Develop dynamic & woocommerce WordPress websites
- Collaborate with cross-functional teams to gather and implement requirements
- Utilize technologies such as CMS- WordPress, CSS, JavaScript, and PHP to create responsive and user-friendly designs
- Contribute to the development of internal tools and processes
- Conducting website performance tests.
- Monitoring the performance of the live website.
- Build clean and organized webpages.

## **Frontend Developer**

**Jan 2021-Aug 2021**

### **Dreams e-Commerce, Netherland**

- Develop dynamic & woocommerce WordPress websites
- Collaborate with cross-functional teams to gather and implement requirements
- Utilize technologies such as CMS- WordPress, CSS, JavaScript to create responsive and user-friendly designs
- Contribute to the development of internal tools and processes
- Build clean and organized webpages.
- Develop and implement new features, enhancements, and content of existing websites
- Create and update re-usable code libraries to streamline WordPress development cycle
- Support, extend and/or enhance existing website/blocks

## **Project Coordinator**

**Nov 2020-Oct 2021**

### **Ahoy Bangladesh Limited, Bangladesh**

- Distribute relevant project documentation and reports to team members.
- Develop marketing and promotional materials.
- Provide ongoing maintenance of existing websites.
- Serve as primary liaison between various project groups.
- Acquire extensive knowledge of project objectives and deliverables.
- Assist project managers and executive leadership as needed.
- Maintain comprehensive project records and archives.

- Prepare and evaluate project reports.

## **Junior Engineer**

**July 2019- Aug 2020**

### **Verizon Tech Limited, Bangladesh**

- Responsible for the design, development and maintenance of websites to meet organizational requirements
- Develop project plans and estimate resources and costs
- Oversee project execution and prepare project status reports
- Create presentations and supporting materials, including data sheets and project documentation for government projects

## **Frontend Developer**

**Nov 2018- Apr 2019**

### **Bitspeck Solutions, Bangladesh**

- Determining the structure and design of web pages from the scratch
- Ensuring user experience determines design choices
- Building reusable code for future use
- Maintaining brand consistency throughout design
- Enhance application for maximum speed and scalability
- Developing responsive websites

## **SKILLS**

- Proficient in WordPress, Woocommerce, HTML, CSS, JavaScript, and PHP
- Expert in DIVI & Elementor PRO, Gutenberg, Oxygen Builder
- Proficient in converting a Figma, Adobe XD & Photoshop designs into maintainable WordPress websites
- Experience with on-site SEO and website optimization
- Skilled with basic SEO using Yoast SEO, SEOpres & Google Site Kit plugin
- Experience working with debugging tools like Chrome Inspector and Firebug
- Experience with front-end frameworks such as Bootstrap, jQuery
- Experience with IDE such as Visual Studio, Notepad++, Sublime text
- Skilled with Agile development methodological Project Management tool such as Asana, Click Up and Teamwork
- Knowledge of REST APIs
- Experience with version control system GIT
- Strong problem-solving and analytical skills
- Experience engaging with or presenting to clients
- Proven ability to manage multiple projects simultaneously in a fast-paced environment under tight deadlines

## **PORTFOLIO**

Website: <https://vwolukd2i3udeyracwefzq-on.driv.tw/Portfolio/>

## CERTIFICATION

### **Dot Net- Web Application Development**

**2018**

BASIS Institute of Technology & Management (BITM), 3 Months

### **Project Management**

**2023**

Online course offered by Great Learning Academy

### **Building Resilience**

**2023**

Certifying organizations – LinkedIn

## LANGUAGE

- IELTS – Overall 6.5 (L-6.5, R-6.0, W-6.5, S-6.5)
- English (Professional)

## REFERENCES

### **1. Al- Imtiaz**

Assistant Professor and Head Department of Computer Science & Engineering

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### **2. Shikha Colwill**

Founder

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### **3. Nafiur Rahman Noor**

Web Designer

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