

MANUEL CATENA



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Personal and portfolio WebSite: www.manuelcatena.com

Nationality: Italian **Date of Birth:** 06/02/1978 **Marital Status:** Married

PERSONAL INFORMATION

Ambitious and motivated, always passionate about computer, graphic and web design. Creative and open mind. Sharp and obsessive attention to detail and interest in latest design trends. Ability to work well in team, but independent and confident in pursuing own initiative within a given direction. Expert Wordpress, Woocommerce and Bootstrap developer, always looking for new challenges and to learn new skills. Good demonstrable knowledge of UI, UX and SEO. Some working knowledge of Javascript and its library. I enjoy writing and even published a novel in 2013.

SKILLS

- Adobe creative suite;
- Wordpress and Woocommerce;
- Advanced custom Field for Wordpress;
- Html5, Css3, Php, Bootstrap
- Javascript;
- Phpmyadmin, Sql;
- Cpanel and WHM;
- Digital marketing - Google certified

WORK HISTORY

May2015 – Present day – **WEB DESIGNER/DEVELOPER C/O Future Health Technologies Ltd.**

I started with this company as assistant Web Designer working alongside the Developer and the Marketing manager. When the opportunity arose i took on my current role as Web Developer. Managing on daily bases WordPress company's websites all around the world and improving them with new pages and services.

My daily job consists in developing new pages based on the requests of the different markets and on the design approved by the Marketing Manager.

All pages are built from scratch with HTML, CSS, PHP and Advance Custom Field Plug-in, and where necessary any kind of interaction JavaScript.

All the pages are 100% responsive and SEO optimized.

• futurehealthbiobank.com • bio-dock.com

January 2012 – Present day – **WEB DESIGNER – FREELANCER C/O mCm Design London Ltd.**

Development and restyling of the following web sites with Wordpress:

- www.ravarealty.com(NewYork-Miami)
- www.theoacademy.com
- www.robortocapra.com
- www.cleverfi.com
- www.caffereggio.com
- www.o-dvision.com
- www.apamilan.it
- gr8connect.thegr8experience.com
- www.120milan.com
- www.odvlux.com
- www.wifiportablity.com
- www.radiomaria.org
- www.greencardfree.com

Restyled and managing Radio Maria 52 countries websites. Ex: www.radiomaria.ie

May 2011 – December 2011 - **IT SYSTEM ADMINISTRATOR AND IBM GLOBAL SUPPORT C/O NOVARTIS Spa**

System administrator for Italy Novartis sites (active directory) and support on site for IBM global contract for company servers. Responsible for:

- Monitoring of server hardware and software in business management at IBM
- Co-ordination of software and hardware maintenance from IBM and Novartis
- Backup Management Novartis Italy
- Managing and creating security groups both internal and with other international offices
- Support to the IT Manager for issues concerning corporate servers
- Support Help Desk for questions or concerns regarding users and security policies

March 2010 – April 2011 - **IT SYSTEM ADMINISTRATOR JUNIOR c/o YOOX GROUP SPA**

Network administrator and software and hardware supporter at the YOOX headquarters in Milan. Responsible for:

- Management of Active Directories: Creating new users, creating and managing security groups
- Backup Manager based in Milan
- Managing Printers and Printer server based in Milan
- Management of server Mac-OS
- Management of TCP / IP and Routing headquarters in Milan
- Managing mobile, VOIP and video conferencing
- Support hardware and software Mac / Windows on 150 user workstations
- Managing relationships with suppliers
- Startup new headquarters in Milan

EDUCATION

March 2012 **General and Business intensive English course** c/o St. Giles International School in New York City.

November 2009 **Web Design course** c/o Istituto Adiuva Srl in Milan.

2005- 2008 Master degree in **Tourism Economy** c/o Università degli studi di Milano-Bicocca Faculty of Economics. Final vote 95/110.

Thesis: Analysis of the economic policies of tourism in the autonomous province of Trento.

1998-2004 Degree in **Economy and Management Of Tourism** c/o Università degli studi di Milano-Bicocca Faculty of Economics.

Thesis: Economic policy of tourism planning and management of urban tourism and city of art.