

Michael Joel De Leon

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PROFESSIONAL SUMMARY

IT professional with expertise in project management, systems analysis, and UX/UI design. Proven track record of improving system efficiency and delivering innovative solutions. Skilled in leading cross-functional teams, optimizing user experiences, and driving measurable business outcomes.

SKILLS

IT Skills: Systems Analysis, Project Management, Microsoft Office Suite (Excel, PowerPoint, Word), System Troubleshooting, Problem Solving, Software Installation, PC/Mac OS, Data Analytics, IT Service Management

Programming Languages: HTML/CSS, PHP, JavaScript, SQL, Python, Java

Tools & Technologies: SEO, Trello, GitHub, WordPress, Webflow, Figma, Meta Spark Studio

PROFESSIONAL EXPERIENCE

Cambio Labs

Astoria, NY

I.T. Project Manager - Remote Contract

Oct 2023 - Feb 2024

- **Improved system efficiency by 15%** through actionable technical insights and cross-functional collaboration.
- **Delivered software updates** and infrastructure improvements on time using **Agile methodologies**.
- **Aligned project milestones** with company goals via technical assessments and risk analysis.
- **Led weekly stand-ups** to track progress and resolve technical roadblocks.
- **Ensured seamless integration of new features** through stakeholder collaboration.

The Social Interaction Lab

Newark, NJ

Technical Developer - Apprenticeship

Jan 2023 - Aug 2023

- **Launched Art with RM Instagram filter**, achieving **5,000+ impressions** in the first week and boosting brand engagement by **30%**.
- **Designed, tested, and optimized AR-based solutions** to enhance user interaction and system performance.
- Enhanced system responsiveness and user satisfaction through data-driven updates.

New Jersey Orators

Bridgewater, NJ

Frontend Designer- Internship

Jun 2022 - Aug 2022

- **Improved user experience** and increased page views by **40%** through **WordPress interface optimization**.
- **Boosted organic search traffic by 20%** with **SEO strategies**.
- Increased website traffic by **15%** by implementing new design elements based on market research.

Code Ninjas

Edison, NJ

Coding Instructor - Internship

Dec 2019 - Apr 2020

- **Taught programming fundamentals** to students (ages 7-14) using **Scratch** and **JavaScript**.
- Fostered interest in technology through **interactive sessions** on logic and robotics.
- Improved lesson delivery by **enhancing instructional materials** and aligning curriculum with creative projects.

PROJECTS

Coinnect - A social finance app designed to help users (ages 18+) to understand financial literacy

- **Led team collaboration** to ensure timely project delivery.
- **Designed wireframes and interactive prototypes** in **Figma** to enhance user experience.
- Developed **user personas** based on market research and data to guide UX/UI decisions.

EDUCATION

New Jersey Institute of Technology

Newark, NJ

B.S in Information Technology | Web Applications Specialization | Cum Laude | GPA: 3.56

Middlesex County College

Edison, NJ

A.A.S. in Computer and Information Systems | Cum Laude | GPA: 3.44