



LORENZO ANTONIO LINO SR.

WEB DEVELOPER ♦ SOFTWARE DEVELOPER ♦ DATABASE ADMINISTRATOR
IT TECHNICIAN ♦ GRAPHIC DESIGNER ♦ VIDEO EDITOR ♦ IT CONSULTANT
DESKTOP SUPPORT MANAGER ♦ NETWORK & COMPUTER SYSTEM ADMINISTRATOR
MOBILE APPLICATION DEVELOPER ♦ IT SECURITY SUPPORT MANAGER

CONTACT INFORMATION:

 **Santa Familia Street,**
Orange Walk Town, Orange Walk District
 **lorenzosrlino@gmail.com**
 **(+501) 620 - 1451** (WHATSAPP only)
 **(+501) 626 - 2267** (CALLS only)

TO WHOM IT MAY CONCERN

I'm responding to your advertisement for the Graphic Design Support Vacancy job position at Social Security Board. My expertise and experience will guarantee that the imperative delegated tasks required for such a position are executed diligently, effectively, and efficiently on a daily basis. I am a self-starter with proven leadership abilities, able to identify gaps in processes and initiate corrective actions, with excellent oral and written communication skills both in English and Spanish, and I have excellent project management skills.

I was a graduate student in academic arts and science at Muffles College from 2006 to 2008. I have nine passes from the Caribbean Examination Council with an A in Information Technology. I strongly believe that I can be an asset to your firm with more than fifteen (15) years of experience in the Information Technology industry.

Before attending Muffles Junior College, I engaged myself as a part-time employee at a local computer repair company in Orange Walk Town. In the year 2008, I later became a full-time employee, and my newly acquired key duties and responsibilities were software programming, troubleshooting hardware and software issues, assembling and installing new computer systems, onsite computer repair, networking, web design, and desktop publishing, known today as Graphic Design and Video Editing. I have developed and already possess the knowledge, skills, qualities and qualifications that match the job description which can add value to your team.

It would be difficult to indicate every area of expertise; therefore, I would appreciate meeting with you to discuss my full qualifications for this position in greater detail. I may be contacted via my email at lorenzosrlino@gmail.com or at the phone number 626-2267 (*N.B.: this is my mom's number who can relay the message to me*) to set up an appointment for an interview.

Please find attached copies of my resume, along with professional references, and copies of my qualifications.

Warm Regards

Lorenzo Antonio Lino
(+501) 620 - 1451



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OBJECTIVE:

To join a reputed organization which offers extraordinary growth to my candidature and provide great opportunities to learn and acquire technical knowledge by utilizing my creative and innovative concepts, practical knowledge, programming skills and effective interpersonal abilities to serve the company with vibrant results.

PROFILE

A highly talented, highly-driven & flexible Graphic Designer, Information Technology Technician, IT Consultant, Web Developer, Computer Programmer, Database Administration, Computer Analyst, Network and Computer System Administrator with a proven record of delivering creative and innovative design solutions using the following key skills and qualifications:

- ♦ Create original artwork, redraw & design computer graphics.
- ♦ Experience with logos, flyers, catalogue, brochure, magazine design, business cards and other desktop publishing media.
- ♦ Manage information technology and computer systems
- ♦ Ability to provide software and hardware support
- ♦ Designing, testing, installing and monitoring new systems.
- ♦ Operational knowledge of computer workstations, printers & other peripherals devices.
- ♦ Proficient in LAN, WAN and network administration, network installation, monitor and programming.
- ♦ Able to repair, install, upgrade, and maintain desktop and notebook computers.
- ♦ Extensive knowledge of technology terms, software and developmental tools.
- ♦ Monitor and maintain technology to ensure maximum access and performance.
- ♦ Plan, Design, Code, Test, Debug, Document, Manage & Develop fully customized System & Web Applications
- ♦ Proficient Knowledge in computer viruses and security
- ♦ Computer Literate in Microsoft Office & common software
- ♦ Preparing documentation & presenting progress reports
- ♦ Organizing training for users and other employees
- ♦ Self-starter with proven leadership abilities
- ♦ Keeping abreast of relevant new techniques in design, software, media & photography.
- ♦ Excellent project management skills
- ♦ Excellent written and verbal communication skills in English and Spanish
- ♦ Ability to effectively communicate with management, co-workers and customers
- ♦ Ability to instruct users with computer & presentation skills
- ♦ Ability to write engaging technical documents for software usage
- ♦ Ability to multi-task and prioritize workload efficiently and effectively

EDUCATION

MUFFLES JUNIOR COLLEGE

ASSOCIATE'S DEGREE IN COMPUTER SCIENCE

Years Attended: AUGUST 2006 - MAY 2008
Dean's List: Dec 2006, May 2007, Dec 2007, May 2008

MUFFLES COLLEGE HIGH SCHOOL

ACADEMIC ARTS AND SCIENCE
HIGH SCHOOL DIPLOMA

Years Attended: AUGUST 2002 - JUNE 2006
Graduate with Honors in 2006

TRIAL FARM GOVERNMENT SCHOOL

GENERAL STUDIES
PRIMARY SCHOOL DIPLOMA

Years Attended: SEPTEMBER 1994 - JUNE 2002
VALEDICTORIAN in 2002

TECHNICAL SKILLS

OPERATING SYSTEMS

Microsoft Windows (XP, 7, 8.1, 10, Servers: 2006, 2008, 2012, 2016),
LINUX, UNIX, Apple MAC OS X (Mavericks, Yosemite, El Capitan)

DEVELOPMENTAL LANGUAGES

C++, C, C#, VBA, VB.NET, VB6 Interop, XML, XSLT, Java, JavaScript,
VBScript, Perl, Ajax, ASP, ASP.NET, HTML, CSS, Bootstrap, PHP, SQL

DATABASE SYSTEMS

MySQL, Microsoft SQL Server, Microsoft Access, ADO, ADO.NET,
OLE DB, Oracle, Openbase

SOFTWARE APPLICATIONS

Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere, After Effects, Flash, Dreamweaver), Corel Draw, Corel Paint House, Microsoft Office (Word, Excel, Access, Publisher, PowerPoint, etc.), Microsoft Visual Studio, Sony Vegas, QuickBooks Enterprise, QuickBooks Point of Sale, AVG Internet Security & AntiVirus software, Kaspersky Antivirus & Internet Security, ESET NOD32 Antivirus, NeatGear Network Management Software & NeatGear Systems.



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Love FM, RSV Limited

#7145 Slaughterhouse Roadm Belize City, Belize C.A.

Dates Employed: June 2019 - October 2023

WEB DEVELOPER & FULL IT SUPPORT

- ♦ Creating website layout/user interfaces, navigation menus, banners and content
- ♦ Writing well designed, testable, efficient code by using PHP, CSS, HTML, XML, or JavaScript
- ♦ Ensuring responsive design that adapts to various screen sizes, including those of mobile phones, tablets, & desktop computers.
- ♦ Integrating multimedia content onto a site
- ♦ Integrating data from various back-end services and databases
- ♦ Gather and refine web specifications and requirements based on technical needs
- ♦ Testing web applications and mobile applications
- ♦ Troubleshooting problems with performance or user experience
- ♦ Constant communication with other co-workers in the business to help to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe
- ♦ Be responsible for maintaining, expanding, and scaling the website
- ♦ Stay plugged into emerging technologies/industry trends and apply them into the websites and daily activities
- ♦ Basic knowledge of Search Engine Optimization process
- ♦ Implementing contingency plans in case the website goes down
- ♦ Maintaining and expanding/enhancing the website once built
- ♦ Performing professional and technical work including installing, maintaining, and supporting radio equipment, desktop computers and network equipment.
- ♦ Serving as the first point of contact for IT support within the company for other departments
- ♦ Installing, configuring and maintaining software and hardware components of computer and network systems
- ♦ Diagnosing and troubleshooting software and hardware issues
- ♦ Repairing and replacing damaged computer and network components
- ♦ Ensuring the security of client and server computers by installing and upgrading antivirus and firewall software
- ♦ Supporting co-workers whenever they encounter challenges with computers and network devices
- ♦ Maintaining and updating technical documentation regularly
- ♦ Upgrading the entire system to enable compatible software on all computers.
- ♦ Testing new hardware and software before full-scale installation
- ♦ End-user hardware and software support in a windows-based environment.

Total Marketing & Distribution

#1487 Corner Pride and Edwards Avenue, Belize City

Dates Employed: May 2019 - March 2016

GRAPHIC DESIGNER & IT TECHNICIAN

- ♦ Working on a wide range of projects and media, using various software programs to visualize and develop innovative graphic designs that meet clients needs
- ♦ Obtaining input from managers to ensure that designs meet organizational standards and brand expectations, express ideas accurately, and represent the company or client appropriately
- ♦ Working independently as well as cooperatively with marketing team to meet deadlines, stay within budget, and schedule project implementation based on workload, which may include five or more simultaneous projects.
- ♦ Examining existing processes, identify flaws, and create solutions that improve design capabilities.
- ♦ Update and maintain internal databases for designs, photography, and video.
- ♦ Liaising with clients to determine their requirements, timescale and budget.
- ♦ Managing client proposals from typesetting through to graphic design, print and production.
- ♦ Working with clients' ideas and managing their expectations.
- ♦ Developing concepts, graphics and layouts, including making decisions about fonts, images, readability and readers' needs.
- ♦ Determining size and arrangement of copy and illustrative material, as well as font style and size.
- ♦ Preparing rough drafts of material based on an agreed brief.
- ♦ Keeping clients up to date, listening to and acting on feedback, and explaining the rationale behind graphic design decisions.
- ♦ Reviewing final layouts and suggesting improvements if required.
- ♦ Keeping up to date with design and software trends.
- ♦ Liaising with external printers or production teams to ensure deadlines are met and material is printed or presented to the highest quality.
- ♦ Installing, configuring and maintaining software and hardware components of computer and network systems.
- ♦ Diagnosing and troubleshooting software and hardware issues.
- ♦ Repairing and replacing damaged computer and network components.
- ♦ Ensuring the security of client and server computers by installing and upgrading antivirus and firewall software.
- ♦ Supporting co-workers whenever they encounter challenges with computers and network devices.
- ♦ Maintaining and updating technical documentation regularly.
- ♦ Upgrading the entire system to enable compatible software on all computers.



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ViVABELiZE Hotel Group & Adventure Company

#22 Canada Hill Street, City of Belmopan, Cayo District, Belize C.A.

Dates Employed: SEPTEMBER 2014 - JUNE 2016

WEB DEVELOPER & GRAPHIC DESIGNER

- ♦ Write well designed, testable, efficient code by using best software development practices
- ♦ Create website layout/user interface by using standard web development practices
- ♦ Developed Custom pages with Web Applications and programming languages such as PHP, HTML, CSS, SOL, JavaScript & JQuery
- ♦ Design and creation of relational database schemas
- ♦ Integrate data from various back-end services and databases
- ♦ Gather and refine specifications and requirements based on technical needs
- ♦ Create and maintain software documentation
- ♦ Be responsible for maintaining, expanding & scaling website
- ♦ Stay plugged into emerging technologies/industry trends and apply them into operations and activities
- ♦ Cooperate with web designers to match visual design intent
- ♦ Meet with Marketing Director to determine the scope of a project
- ♦ Advise on strategies to reach a particular audience
- ♦ Routine daily maintenance of existing sites and applications
- ♦ Design Computer Graphics
- ♦ Create visual concepts, using computer software to communicate ideas that inspire, inform, and captivate guests
- ♦ Determine the message the design should portray
- ♦ Create images that identify conveys the message intended
- ♦ Develop graphics and visual images for brochure, menus, tour booklets, product illustrations, logos and websites
- ♦ Create designs using computer software packages
- ♦ Select colors, images, text style, and layout
- ♦ Present the design to Marketing Director
- ♦ Incorporate changes recommended into the final design
- ♦ Review designs for errors before printing or publishing them
- ♦ Complete projects by coordinating with outside agencies, printers, etc.
- ♦ Contribute to team effort by accomplishing related results as needed
- ♦ Provide Technical and Software support to other employees on IT related issues
- ♦ Provide Training to staff on web based applications & common software including Microsoft Office
- ♦ Basic troubleshooting of notebook computers, networking, printers and other peripheral devices
- ♦ Customize personalized email signatures for each employee

Aligraphics Ltd

#109 Freetown Road, Belize City, Belize District, Belize C.A.

Dates Employed: OCTOBER 2013 - SEPTEMBER 2014

GRAPHIC DESIGNER

- ♦ Designing computer graphics and vectors
- ♦ Draw and print charts, graphs, illustrations, and other artwork
- ♦ Developing and creating both digital and print design
- ♦ Determine size and arrangement of illustrative material and copy and select style and size of design
- ♦ Communicating with clients to discuss the business objectives and requirements of the job
- ♦ Interpreting the client's business needs and developing a concept to suit their purpose
- ♦ Estimating the time required to complete the work and providing quotes for clients
- ♦ Developing design briefs by gathering information and data through research
- ♦ Thinking creatively to produce new ideas and design concepts
- ♦ Working with a wide range of media, including images, text, numbers and objects
- ♦ Proofreading to produce accurate and high-quality work
- ♦ Contributing ideas and design artwork
- ♦ Demonstrating illustrative skills with rough sketches
- ♦ Working on layouts and art working pages ready for print
- ♦ Keeping abreast of emerging technologies in new media, particularly design programs
- ♦ Working as part of a team with printers, other designers and management

Hi5 Pub and Night Club

#8 Aurora Street, Orange Walk Town, Orange Walk District, Belize C.A.

Dates Employed: JULY 2011 - OCTOBER 2013

INFORMATION TECHNOLOGY CONSULTANT

- ♦ Designing Event Flyers and Posters
- ♦ Edit and Produce Video Ads for Main Events
- ♦ Installed, repaired, maintained, and upgraded desktop and notebook computers
- ♦ Installed, configured and troubleshoot Windows operating systems update and related software
- ♦ To ensure maximum performance of computer systems throughout the Company
- ♦ To develop and control the IT security system
- ♦ Initiate and implements improvements in all areas of IT responsibilities
- ♦ Serve as main point of contact on all IT-related matters



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Integrated Computer Systems (ICS)

Corozal Town, Corozal District, Belize C.A.

Dates Employed: SEPTEMBER 2008 - JUNE 2011

INFORMATION TECHNOLOGY MANAGER

- ♦ Installed, repaired, maintained, and upgraded desktop and notebook computers
- ♦ Installed, configured and troubleshoot Windows Operating Systems update and related software
- ♦ Participated in on-site training and repairing sessions
- ♦ Diagnosed hardware problems and work with vendor tech support
- ♦ Participated in on-site training and repairing sessions
- ♦ Planning, Designing, Creating and Developing Custom Built Web sites and Software
- ♦ Responsible for the creation, programming and managing professional and appealing websites
- ♦ Increase the web traffic with the help of the knowledge of internet marketing and ecommerce selling
- ♦ Responsible for the quality and content control of the websites
- ♦ Keeping abreast of developments in IT, particularly in the design of programs, software and hardware
- ♦ Manage the IT department including staff appraisals, disciplining, pay reviews and career development
- ♦ Provide a monthly written report to the General Manager on all aspects of the IT Department
- ♦ Oversees the administration & maintenance of computer workstations and software for company training programs and learning classes and provides additional support
- ♦ Oversees the administration and maintenance of the company software
- ♦ Interact with internal staff members on all levels to help resolve IT-related issues and provides answers in a timely manner
- ♦ Investigate whether networks, workstations, the central processing unit of the system, and/or peripheral equipment are responding to a program's instructions
- ♦ Prepare detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in computer language
- ♦ Perform systems analysis and programming tasks to maintain and control the use of computer systems software
- ♦ Assign, coordinate, and review work and activities of programming personnel
- ♦ Train subordinates in using software/programs, hardware, programming and program coding
- ♦ Deliver engaging, informative, well-organized presentations
- ♦ Resolve and escalate issues in a timely fashion
- ♦ Understand how to communicate sensitive information tactfully
- ♦ Relay IT-related information to the company in a timely manner

FarWorld Tech

Cinderella Street, Orange Walk Town, Orange Walk District, Belize C.A.

Dates Employed: SEPTEMBER 2006 - AUGUST 2008

SOFTWARE PROGRAMMER/COMPUTER TECH

- ♦ Installed, repaired, maintained, and upgraded desktop and notebook computers
- ♦ Installed, configured and troubleshoot Windows Operating Systems update and related software
- ♦ Participated in on-site computer repair and network troubleshooting
- ♦ Diagnosed software/hardware problems
- ♦ Programmed network installations by studying plans, manuals, and technical specifications
- ♦ Performing local and remote testing on equipment, including running computer programs to diagnose faults
- ♦ Performing equipment repair, build cables, replace boards & components to identify & remedy failures
- ♦ Planning, Designing, Creating and Developing Custom Built Web sites and Software/Programs
- ♦ Responsible for the creation, programming and managing professional and appealing websites
- ♦ Increase the web traffic with the help of the knowledge of internet marketing and ecommerce selling
- ♦ Correct errors with appropriate changes and rechecking custom built program to ensure that the desired results are produced
- ♦ Conduct trial runs of custom built program and software applications to be sure they will produce the desired information and that the programming code is accurate
- ♦ Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program
- ♦ Write, update, and maintain computer programs or software packages to handle specific jobs, such as tracking inventory, storing, retrieving data, & controlling other equipment
- ♦ Write instructions & manuals to guide end users
- ♦ Designing and editing flyers, brochures, business cards and many more desktop publishing

A M D G

Muffles Junior College



Be it known to All That

Lorenzo Antonio Lino

has completed in a satisfactory manner the Advanced Level Course of Studies prescribed by this Institution and has the knowledge of these studies, the industry, and moral worth to be entitled to this

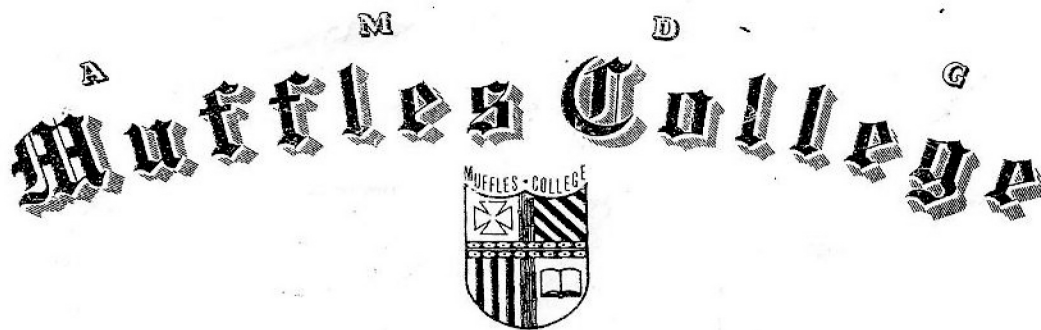
Associate Degree in Computer Science

In Testimony Whereof, we have subscribed our names and affixed the Seal of this Institution.

Given at Orange Walk Town, Belize, this twenty-fifth day of May, A.D. 2008.


CHAIRPERSON

DEAN



Be it Known by these Presents That
Lorenzo Antonio Lino

*has completed in a satisfactory manner the High School Course
of Studies prescribed by this Institution and has the knowledge
of these studies, the industry, and moral worth to be entitled to this*

Diploma

*In Testimony Whereof, we have subscribed our names and affixed the Seal of this Institution.
Given at Orange Walk Town, Belize, this eleventh day of June, A. D. 2006.*


PRINCIPAL

September 25th, 2025

To Whom It May Concern

As the Internet Marketing Consultant for WSI and Geosystems, and the managing director of Integrated Computer Systems (ICS), I am honored to recommend Mr. Lorenzo Lino at your establishment. You may feel free to use my name and comments in any way you desire in your work with Mr. Lino.

In my opinion Mr. Lorenzo Lino brings a rare gift to the world of computer repairs, diagnostics, programming and web design and development and graphic design. Primarily he is very humble and unassuming, but he has a remarkable ability to orchestrate profoundly his competence and abilities. What is most profound about Mr. Lorenzo Lino is his ability to immediately adopt and ask for help when he is not sure about something. He stops at nothing and gets the job done the right way at the end of the day.

Mr. Lorenzo Lino has not only worked for me as the lead software programmer, but has also assisted me in strategizing the business for sustainability at the Corozal Branch for two years and a half. Overall he is a well-rounded technician with key strong points in software troubleshooting and diagnostics.

I do not think that anyone in the employee market is able to do what he does as well as he does it. I can tell you that any company and its department heads would be grateful to you if you could give them access to his talent.

Please call me if you need any further information.

Warm Regards,



Gilberto Carlos Perez
Internet Marketing Consultant
Tel: 501-223-4144
Fax: 501-223-3848
Cell: 501-600-8100
email: gcperez@wsiwebsolutionspro.com
web: <http://www.wsiwebsolutionspro.com>

Lizbeth Casasola
PO Box 22
Canada Hill, Belmopan
Belize, Central America

October 2, 2025

Re: To Whom it may concern

Dear Sir/Madam,

I have great pleasure in recommending Mr. Lorenzo Lino in pursuit of the position he is seeking at your establishment. I have known him for the past 8 years in my capacity as Marketing Director for a Hotel Group and Mr. Lino as the Creative Designer and Web Developer for the group.

During these years of work relationship, I have found him to be a diligent and meticulous person. Mr. Lino is a responsible, capable, dedicated, innovative and respectful young man. His extreme interest to learn, persistent attitude to get his work done properly and passion for what he does, drives him to get deeply involve in his work to the maximum of his abilities.

If you would like to have additional information of Mr. Lino, please feel free to give me a call at +626-4413 or +822-3851.

Sincerely,



Ms. Lizbeth Casasola
Marketing Director
ViVA BELiZE Hotel Group
www.ViVABELiZE.COM
+501-626-4413

BELIZE POLICE DEPARTMENT

N0979



Signature of person named

Searched, checked & certified correct


(Linneth Lopez, Sgt, JP, LSM)
NCO I/c C.R.O

CRIMINAL RECORDS OFFICE
POLICE HEADQUARTERS,
BELMOPAN CITY,
BELIZE



19th August 2025

To: WHOM IT MAY CONCERN

The name of: Lorenzo Antonio LINO

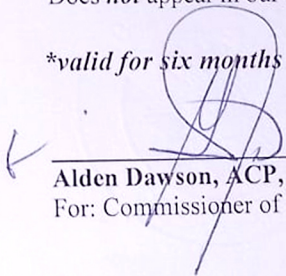
Born: 29th August, 1989

Passport No. #####

A Native of Belize

Does *not* appear in our Criminal Records.

**valid for six months only.*


Alden Dawson, ACP, JP, LSM, MSM, DSM
For: Commissioner of Police

SOCIAL SECURITY BOARD



000329079

Social Security Number

LORENZO ANTONIO LINO

Sex:

MALE

D.O.B.:

29/08/1989

Nationality:

BELIZEAN



Valid
From

18/08/2015

Expires
End

17/08/2025

Valid
For

EMPLOYMENT