

MYKI KHAILA GAVINO

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EDUCATION

Mindanao State University – Iligan Institute of Technology (MSU-IIT)
College of Computer Studies
Bachelor of Science in Information Systems

Iligan City, PH
2022-2026

Iligan City East National High School- Santiago Annex
Humanities and Social Sciences
With High Honor

Iligan City, PH
2020-2022

EXPERIENCE

Frontend Designer

Triad Agency AI

July 2026- Present

- Design and build responsive, on-brand web pages, landing pages and email templates in HTML/CSS for more than 10 client brands in the B2B, healthcare and property sectors.
- Design user interfaces for the agency's in-house web platforms and AI-powered products, from wireframes to high-fidelity designs.
- Turn designs into working prototypes, so the team can test them before full development.
- Create and maintain design systems and component libraries, which keep products and client brands consistent.
- Create over 300 reusable design templates that bring brand guidelines, typography and layout standards into code.
- Plan, write and design social media campaigns, including content calendars, post copy and visuals, plus reusable post templates and mockup kits.
- Make print and sales material: brochures, whitepapers, checklists, forms, price sheets and direct mail campaigns.
- Design company branding items such as letterheads, document templates and virtual meeting backgrounds.

Anura Innovations

UI/UX Designer & Frontend Developer Intern

January- May 2026

- Designed and developed a mobile application, creating intuitive user interfaces aligned with user experience principles
- Collaborated with development teams to implement features and improve overall application performance
- Conducted UI/UX testing and refinements to enhance user interaction and application flow

Independent Contractor

Airbnb Property Manager

2023-2025

- Managed end-to-end short-term rental operations, including listing optimization, booking systems, calendar management, and guest communication.
- Optimized property listings and pricing strategies to maximize occupancy rates and revenue performance.
- Increased occupancy rate by 90% through strategic pricing optimization and listing enhancements.
- Improved guest response time to under 1 hour, enhancing communication efficiency and contributing to higher guest satisfaction ratings.

Law Firm- Data Entry Associate**2024-2025**

- Performed accurate data entry and document management tasks while maintaining confidentiality and attention to detail.
- Organized and updated digital records to ensure files were complete, accessible, and properly maintained.
- Tracked activity logs and assisted in monitoring records for accuracy and consistency.
- Prepared and managed legal documents for notarization, ensuring compliance with standard procedures under attorney guidance.
- Built strong accuracy in handling sensitive documents and repetitive data tasks while efficiently supporting administrative workflows through careful and structured information management.

LEADERSHIP AND ACTIVITIES

College of Computer Studies- Executive Council*Undersecretary, Tabulation Committee***2024-2026**

- Managed and organized event data, including score tabulation, attendance tracking, and result validation
- Ensured accuracy and consistency of records, minimizing errors in event scoring and reporting
- Collaborated with executive council members to streamline data processing and reporting workflows

Mindanao State University – Iligan Institute of Technology*Participant, Research Week Colloquium***2025**

- Delivered research presentations and engaged in academic discussions, reinforcing critical thinking and formal presentation skills

ACADEMIC PROJECTS

LEARNS – Licensure Exam Analysis and Reporting System*ISY 108: Requirements Engineering***2023**

- Co-designed a data-driven UI/UX prototype using Figma
- Created dashboards and reporting interfaces for analyzing exam performance, results, and trends

FetchFold*ISY 128: Innovation and Startup Engineering***2025**

- Co-designed a mobile application prototype for laundry service scheduling and order tracking
- Integrated secure payment options (GCash and cash-on-delivery)
- Developed end-to-end user flows emphasizing usability, convenience, and customer support

ADDITIONAL

Technical Skills: Figma, Git, GitHub, Claude Design, Claude Code, VS code, Microsoft Excel, Canva, Power BI, Looker Studio, Slack, Clickup, Capcut

Programming Languages: HTML, CSS, JavaScript, React / React Native

Languages: Fluent in English and Filipino

Awards: Dean's Lister (2022, 2025); Chancellor's Lister (2024)