

LAUWRENCE KURT PALOMO

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SUMMARY

Aspiring administrative professional with a keen eye for detail and a strong commitment to supporting efficient office operations. Eager to leverage organizational skills and excellent communication abilities to contribute to team success. Gained practical experience and showcased problem-solving skills through participation in hackathons, demonstrating a proactive approach and enthusiasm for continuous learning.

- WORK EXPERIENCE
- Social Media Manager

2023-2023

 - Managed and curated content for Nori Aquino Facebook page in collaboration with Cafe Cultura, promoting various events, specials, and products.
 - Increased followers by 50% and average post engagement by 75%.
 - Developed and executed successful social media campaigns that led to a 30% increase in website traffic and a 20% growth in sales for Cafe Cultura.
 - Engaged with followers through comments, messages, and posts, enhancing brand visibility and customer satisfaction.
 - Analyzed insights and metrics to optimize content strategy and improve reach.

Google Developer Student Clubs (GDSC) Member

2021-2023

 - Collaborated with a team of students to develop innovative solutions for various projects.
 - Participated in workshops and events to enhance technical and soft skills.
 - Contributed to hackathons, applying problem-solving and coding skills.

- EDUCATION
- Bachelor of Information Technology

2021 - Present

Polytechnic University of the Philippines
 - Consistent President Lister

Science Technology Engineering and Mathematics

2019 - 2021

Malvar Senior High School
 - Honor Student

- KEY SKILLS
- Organizational Skills
 - Effective Communication
 - Problem-Solving
 - Time Management
 - Prompting in ChatGPT
 - Team Collaboration

- Adaptability
 - Basic Office Software Proficiency (e.g., MS Office, Google Workspace)
 - Event Coordination
 - Data Entry and Management