

JOVEN ISAMER BILOG

isamerclimbs@gmail.com | (626) 674-5796 | www.linkedin.com/in/jovenisamer

EDUCATION

Los Angeles City College

LA High Tech Bridge & Coding Boot Camp 2.0 (16 weeks)

Los Angeles, CA

currently attending

University of California, Riverside

Bachelor of Science in Business Administration - Information Systems

Minor in Economics

Riverside, CA

June 2014

SKILLS

HTML5

CSS3

JavaScript

Microsoft Office

IBM SPSS Statistics

Quickbooks

WordPress

Content Marketing

Search Engine Optimization

WORK EXPERIENCE

Stronghold Climbing Gym

Youth Team Coach

Los Angeles, CA

September 2015 - present

- Schedule and manage two two-hour training sessions for a competitive youth climbing team
- Establish a training protocol for the youth team members taking into account their individual abilities
- Maintain a professional and supportive relationship with youth team members and their parents
- Work with team members of various ages and abilities to enhance their climbing skills

Golden Gadgets

Administrative Assistant

South El Monte, CA

October 2014 - April 2015

- Conducted customer transactions using the Magento eCommerce software
- Provided support to customer issues using the Zendesk customer service software
- Managed and shipped orders using the ShipWorks shipping software
- Answered telephone calls and take messages or forward calls answer customer phone calls and logged
- Greeted and welcomed customers, clients and other visitors

Spinnakr

Content Marketing Intern

Washington, DC

March 2013 – June 2013

- Researched relevant data, analytics, digital marketing content for blog posts
- Wrote bi-weekly blog posts for the Spinnakr blog page using WordPress
- Promoted blog posts using various marketing channels outside of social media
- Managed Spinnakr's social media channels
- Increased Spinnakr's search engine optimization through unique marketing channels

PERSONAL WEBSITE

www.isamerbilog.com