



Niño Jomari M. Duro

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- 65 P. Tuazon 3B JMCD Bldg., Cubao, Quezon City

LANGUAGE

English - Intermediate
Filipino - Native

TECHNICAL SKILLS

- Microsoft Office Suite
- Troubleshooting Basics
- Data Entry

SOFT SKILLS

- Communication
- Time Management
- Organization
- Attention to details
- Adaptability

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

Clips DAO (Decentralized Autonomous Organization)

April 2021 to April 2022

- Working as an Administrative Assistant/Scholar Manager for players in a Crypto project called Clips Dao.
- My main tasks are working on Microsoft Excel spreadsheets when it comes to revenues of the players.
- I also work closely with my superiors and making sure they are updated with the scholarship of the players and monthly income.

EDUCATION HISTORY

COLLEGE

Medical Laboratory Science

Our Lady of Fatima University, Quezon City

March 2018 to March 2020

SENIOR HIGH SCHOOL

Science, Technology, Engineering, Mathematics

Sto. Rosario Sapang Palay College Inc., SJDM, Bulacan

March 2016 to March 2018

CERTIFICATIONS

PROFESSIONAL LEVEL TRADING

Institute of Trading and Portfolio Management

January 2023

REFERENCES

ANTON KREIL

Managing Partner at Institute of Trading and Portfolio Management