

# Jerzy Brian G. Cinense

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## Career Objective

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Motivated and detail-oriented recent graduate with strong technical skills in hardware and network troubleshooting, computer maintenance, and social media management, coupled with proficiency in Microsoft Office applications. Adept at both independent work and team collaboration, with excellent communication skills and a high sense of responsibility. Seeking an IT Support/Digital Marketing role to leverage both technical and creative abilities while driving organizational growth.

## SKILLS

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- Administrative Support: Calendar management, email handling, file organization
- Social Media Management: Instagram, Facebook, TikTok, Pinterest, YouTube
- Content Creation: Canva, Adobe Photoshop, Capcut
- Microsoft Office: Excel, Word, PowerPoint
- Problem-Solving: Critical thinking, troubleshooting
- Time Management: Task prioritization, meeting deadlines

## PROFESSIONAL EXPERIENCE

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### MyStory Inc.— Intern

May 2023 – August 2023.

- Collaborated with staff to streamline daily administrative tasks, leading to a 15% increase in productivity and focus on critical projects.
- Sorted and organized over 300 files and reports using Microsoft Excel, ensuring better accessibility and reducing retrieval time by 20%.
- Leveraged Adobe Photoshop, Canva, and Capcut to optimize content creation workflows, reducing production time by 25%.
- Assisted in producing written, video, and image content for marketing using Canva and Capcut, contributing to a 40% increase in audience engagement on social media.
- Assisted in creating marketing materials for 3 major projects, resulting in a 12% increase in client inquiries.
- Contributed innovative ideas during brainstorming sessions, leading to the successful launch of 2 marketing campaigns that boosted online engagement by 15%.
- Managed social media accounts on Instagram, Facebook, YouTube, Tiktok, and Pinterest resulting in a 25% increase in follower count and a 10% growth in client inquiries.
- Enhanced social media engagement through regular posting on Instagram, Facebook, Tiktok, and Pinterest increasing audience interaction by 25% over a 3-month period.
- Created visually engaging promotional materials using Adobe Photoshop and Canva, resulting in more compelling client presentations and a 5% increase in sales conversions.
- Coordinated with graphic designers to create advertising materials using Adobe Photoshop and Canva, contributing to a 20% increase in engagement with digital and print campaigns.
- Conducted research on trending topics, leading to the creation of content that increased site traffic by 20%.
- Collaborated with fellow interns on group projects, resulting in the successful completion of 3 presentations praised for creativity and cohesion by supervisors.

## EDUCATION

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### Bachelor of Science in Information Technology

Ama Computer College-Pampanga

September 2024

## ACHIEVEMENTS / Certificates

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- Computer Systems Servicing (NC II)
- Electrical Installation and Maintenance (NC II)