

Zhyron Alimon

POLITICAL SCIENCE GRADUATE

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Profile Summary

Highly motivated, hardworking, and creative professional with a passion for innovation. Adept at swiftly applying new concepts and constantly seeking knowledge to push boundaries. Proven track record of success, strong problem-solving, and a team-oriented mindset, making them an invaluable asset to any project or team.

Skills

PROFESSIONAL SKILLS Presentation Skills | Team Leadership | Excellent Communication | Analytical Problem-solving | Project Management | Strategic Planning | Process Improvement | Detail Oriented

TECHNICAL SKILLS HTML | Google Suite | MS Office | Adobe Illustrator | Premiere Pro | Photoshop | InDesign | MS Excel | Google Sheets

Work Experience

PARALEGAL INTERN Bose Bose and Associates Law Offices | Legazpi City Albay | June - August 2023

- Conducted thorough legal research, utilizing advanced legal research tools and databases, to analyze case-related information and precedents resulting in improved trial strategy and a 15% increase in successful outcomes.
- Maintained open lines of communication with clients, conducting regular interviews and ensuring confidentiality throughout the internship, resulting in a client satisfaction rating of 95%.
- Efficiently managed administrative responsibilities such as appointment scheduling and calendar management for a team of attorneys, contributing to improved efficiency and productivity by 20%.

FREELANCE VIDEO EDITOR/GRAPHIC ARTIST Self Employed | Ligao City, Albay | 2018 - 2023

- Utilized Adobe Premiere Pro and Adobe After Effects, along with other graphic design software such as Photoshop, Illustrator, and Indesign to create visually stunning and professional videos for clients.
- Ensured quality control and consistency by paying strong attention to detail throughout the editing process resulting in a 98% client satisfaction rate.

BILLING CLERK INTERN UST-Legazpi Hospital | Legazpi City Albay | 2018

- Utilized accounting principles and financial transaction knowledge to accurately input and manage billing data using billing software, resulting in a decrease in billing errors by 20%.
- Maintained effective communication with clients to update billing records and files, ensuring timely and accurate invoicing, leading to an increase in on-time payments by 15%.
- Demonstrated commitment to quality customer service by promptly addressing client inquiries and concerns, resulting in a 95% client satisfaction rating.

Achievements & Volunteer Experience

FRA. ANGELICO AWARD FOR OUTSTANDING PERFORMANCE IN THE ARTS 2023
University of Santo Tomas-Legazpi

LOYALTY AWARD 2023
University of Santo Tomas-Legazpi

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BEST THESIS IN KNOWLEDGE GENERATION (COLLEGE DEPT.) University of Santo Tomas-Legazpi (CASE)	2023
SPECIAL TALENT AWARD IN RESEARCH University of Santo Tomas-Legazpi	2019
WITH HONORS AND ACADEMIC DISTINCTION University of Santo Tomas-Legazpi	2019
LEGAL NETWORK FOR TRUTHFUL ELECTIONS (LENTE) Election Surveillance Specialist UST-Legazpi	2022
PARISH PASTORAL COUNCIL FOR RESPONSIBLE VOTING (PPCRV) Electoral Vote Tabulator Ligao City	2022
HOOPS FOR A CAUSE Media Personnel Ligao City	2018

Projects

PERSONAL PORTFOLIO WEBSITE Digital Showcase of my professional accomplishments, skills, and projects. Creator Website	2023
DEVELOPMENTAL MODEL FOR THE TRANSITION FROM GOVERNMENT TO E-GOVERNMENT Undergraduate Thesis Author (Downloadable at website above)	2023
AI POWERED VOICE CHAT ROBOT Created a chat bot using ChatGPT API and MIT app inventor Creator	2023

Education & Extracurriculars

BACHELOR OF ARTS IN POLITICAL SCIENCE University of Santo Tomas-Legazpi (CSWCA Scholar) <i>Additional Courses taken :</i> <ul style="list-style-type: none">- Chemistry for Engineers- Engineering Drawing & Plans- Programming logic and Design- Differential Calculus	2019 – 2023
SUPREME STUDENT COUNCIL TREASURER University of Santo Tomas-Legazpi	2022 – 2023
POLITICAL SCIENCE SOCIETY TREASURER University of Santo Tomas-Legazpi	2022 – 2023
ICPEP REGIONAL AUDITOR (BICOL) University of Santo Tomas-Legazpi	2019
COLLEGE OF ENGINEERING, ARCHITECTURE, AND FINE ARTS 1st YEAR REP. University of Santo Tomas-Legazpi	2019

Professional Development

ARDUINO WORKSHOP ICPEP Bicol / Naga City	2019
CYBERSECURITY AWARENESS WEBINAR DICT Region V / Legazpi City	2022