

Zhyron Wynriel Alimon

alimon.zhyron@gmail.com ❖ 0967-389-5823 ❖ Mandaluyong, Metro Manila

EDUCATION

University of Santo Thomas - Legazpi

June 2023

Scholar | Bachelor of Arts in Political Science

Legazpi City, Albay

- Fra. Angelico Award, CASE Dept. Best Thesis in Knowledge Generation, Loyalty Award; GWA: 89 (1.75)

Additional coursework:

Programming Logic and Design

Differential Calculus

Engineering Drawing & Plans

Chemistry for Engineers

University of Santo Thomas - Legazpi

March 2019

High School Diploma | Science, Technology, Engineering and Mathematics (STEM +)

Legazpi City, Albay

- With Academic Distinction, Special Talent Award in Research, Loyalty Award

WORK EXPERIENCE

Freelance Graphics Designer and Logo Animator

March 2019 – Present

Freelancer

Ligao City, Albay

- Utilized Adobe Illustrator and After Effects to design and animate logos for various clients, resulting in a 30% increase in brand awareness.
- Ensured quality control and consistency by paying strong attention to detail throughout the editing process resulting in a 95% client satisfaction rate.

Mayon 4Wheeling Laundry

January 2022 – May 2023

Financial Operations Associate

Daraga, Albay

- Developed and implemented an invoice generation system using Microsoft Excel, resulting in a 40% reduction in processing time and a decrease in billing errors by 15%.
- Crafted and distributed price increase letters to 3 clients securing an exceptional retention rate and driving an average revenue upswing of 10% per client.

Bose Bose and Associates Law Offices

June – August 2022

Law Firm Intern

Legazpi City, Albay

- Conducted thorough legal research, utilizing advanced legal research tools and databases to analyze case-related information and precedents resulting in improved trial strategies 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%.

CinnaBien Pastries and Treats

July – October 2020

Bookkeeper

Legazpi City, Albay

- Created and implemented an advance budget tracker using Excel, resulting in a more efficient and accurate financial tracking system.
- Provided expert consultation regarding the purchase of ingredients and materials, resulting in cost savings of 15% without compromising product quality.
- Streamlined bookkeeping processes by introducing automated systems, reducing manual data entry by 50% and improving accuracy.

University of Santo Tomas-Legazpi Hospital

Billing Department Intern

November – December 2018

Legazpi City, Albay

- Utilized accounting principles and financial transaction knowledge to accurately input and manage billing data using Health Information Management System (HIMS), 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 20%.
- Demonstrated commitment to quality customer service by promptly addressing client inquiries and concerns, resulting in a 95% client satisfaction rating.

Supreme Student Council & Political Science Society

Treasurer

February 2022 – May 2023

Legazpi City, Albay

- Developed and implemented a comprehensive budget tracker using Excel, resulting in improved financial transparency and accuracy for all student council activities.
- Generated additional revenue for events and forged partnerships with local shops and companies by creating a highly successful sponsorship package, resulting in a 15% increase in funding.
- Led the creation of detailed budget proposals and reports, facilitating informed decision making by the Student Council executive board. Spearheaded various events successfully managing budgets ranging from Php 100,000 to 700,000.

Institute of Computer Engineers in the Philippines (ICPEP) Region V September 2019 – February 2020

Auditor

Naga City, Camarines Sur

- Resolved complex challenges during event facilitation by quickly analyzing situations, implementing innovative solutions, resulting in seamless execution of regional audit responsibilities.
- Established strong connections with key stakeholders within the technology and engineering community, leading to collaborative partnerships that enhanced knowledge-sharing opportunities and fostered innovation.

PROJECTS

- **Personal Website**
 - Developed and constructed an engaging personal portfolio website highlighting professional achievements, skills, and projects. Incorporated HTML, CSS and JavaScript to enhance interactivity and provide a dynamic user experience.
- **Developmental Model for the Transition from Government to E-government in the Philippines**
 - Researched and analyzed government modernization efforts in the Philippines, identifying key areas for improvement and technological integration to enhance public services and governance.
- **AI Powered Voice Chat Robot**
 - Engineered an AI-powered voice chat robot using MIT App inventor, Kodular, and integrating the ChatGPT API, resulting in a dynamic conversational experience with automated responses.

DEVELOPMENT, SKILLS & INTERESTS

- **Development:** DICT Cybersecurity Webinar, ICPeP Arduino Workshop, UST-L Research Festival Presenter, UST-L Employee Sportsfest Judge.
- **Skills:** Financial Operations; Budgeting and Financial Tracking; Billing and Invoicing; Client Communication; Administrative Management; Legal Research and Analysis; Stakeholder Relationship Building; Graphic Design and Animation; Programming and Technical Skills.
- **Interests:** Stock Market Trading; Forex; Cryptocurrency; Programming; Cybersecurity; Philosophy; Music; Instruments; Historical Periods and Civilizations; Gaming; Reddit.