



Zhyron Wynriel Alimon

POLITICAL SCIENCE STUDENT

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Profile Summary

Motivated and independent undergraduate student with a creative and team-oriented mindset. Proven track record of success in academics and extracurricular activities. Strong problem-solving and time management skills, with the ability to work both independently and collaboratively. Passionate about innovation and contributing to a dynamic work environment.

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 Excel | Google Sheets | MS Office | Adobe Photoshop | Adobe Illustrator | Adobe Premiere Pro | Adobe InDesign | Adobe After Effects | Photography | Videography

Education

ELEMENTARY | Our Children's Montessori Foundation Inc. 2007 - 2013
GWA: 90

SCIENCE HIGH SCHOOL | University of Santo Tomas - Legazpi 2013 - 2017
GWA: 88

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) | University of Santo Tomas - Legazpi 2017 - 2019
GWA: 89

BA POLITICAL SCIENCE | University of Santo Tomas - Legazpi 2019 - Present
Current GWA: 92

CSWCA SCHOLAR | University of Santo Tomas - Legazpi 2022 - 2023

Additional Courses taken:

- Chemistry for Engineers
- Programming logic and Design, LID/ITC
- Engineering Drawing & Plans, Lab
- Calculus 1 (Differential Calculus)

Achievements & Volunteer Experience

SPECIAL TALENT AWARD IN RESEARCH 2017 - 2019
University of Santo Tomas - Legazpi

WITH HONORS AND ACADEMIC DISTINCTION 2017 - 2019
University of Santo Tomas - Legazpi

HOOPS FOR A CAUSE 2019 - 2020
In house Media Editor | Tuburan, Ligao City Albay

LEGAL NETWORK FOR TRUTHFUL ELECTIONS (LENTE) 2022
Watcher | Legazpi City Albay

PARISH PASTORAL COUNCIL FOR RESPONSIBLE VOTING (PPCRV) 2022
Poll Worker | Ligao City Albay

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Work Experience

BILLING CLERK INTERN

UST-Legazpi Hospital | Legazpi City Albay | 2019 -

- Basic understanding of accounting principles and financial transactions
- Proficiency in using billing software to input and manage billing data
- Effective communication skills to maintain and update billing records and files
- Commitment to quality customer service and maintaining positive relationships with clients.

BOOKKEEPER / SOCIAL MEDIA MANAGER / GRAPHICS ARTIST

J&K Medical Supplies | Ligao City Albay | 2018 - 2019

- Creative thinking and design skills to develop engaging visual content such as graphics, photos, and videos
- Customer service skills to engage with followers, address inquiries, and resolve issues in a timely and professional manner
- Strong written and verbal communication skills to craft effective social media content and engage with audiences

FREELANCE VIDEO EDITOR

Self Employed | Ligao City | 2017 - Present

- Proficiency in using video editing software such as Adobe Premiere pro and Adobe After Effects
- Basic understanding of video production techniques, including camera work, lighting, and sound design
- Strong attention to detail to ensure quality control and consistency in the final product
- Effective communication skills to understand and interpret client needs and provide updates and feedback throughout the editing process

FREELANCE GRAPHIC ARTIST

Self Employed | Ligao City | 2017 - Present

- Proficiency in using graphic design software such as Adobe Photoshop, Illustrator, and Indesign
- Effective communication skills to understand and interpret client needs and provide updates and feedback throughout the design process

REGIONAL AUDITOR

Institute of Computer Engineers of the Philippines (ICPEP) | Bicol Chapter | 2019 - 2020

- Analytical skills to assess financial data and identify areas of risk or improvement
- Communication skills to effectively communicate with managers and staff at all levels of the ICPEP Bicol Chapter
- Liaison Officer between USTL Chapter and other chapters within the Bicol Region

SUPREME STUDENT COUNCIL TREASURER

University of Santo Tomas Legazpi | Rawis, Legazpi City | 2022 - 2023

- Financial management, including budgeting, record-keeping, and expense tracking
- Ability to create and present financial reports to the student organization and/or school administration
- Communication and interpersonal skills for working with other student leaders, advisors, and vendors
- Time management and organization skills to balance treasurer duties with academic responsibilities
- Leadership and team-building skills to foster a positive and productive group dynamic within the organization

PARALEGAL INTERN

Bose Bose and Associates Law Offices | Rizal Ave, Legazpi City Albay | 2022

- Assisted Attorneys in preparing for trials
- Drafting legal documents such as pleadings and motions
- Attention to detail and accuracy
- Professionalism and ethical conduct
- Communicating with clients, attorneys, and other legal professionals

Professional Development

FUNDAMENTALS OF DIGITAL MARKETING

Google Free Courses

2017

PYTHON PROGRAMMING

Udemy Free Course

Present