



Jennyrine Palis Jr.

☎ 09702972536 ✉ jaypalis1999@gmail.com

📍 DDF Village Mandug Davao City 🔗 <https://my-portfolio-fad72.web.app/>

Profile

Results-driven IT specialist with experience in digital marketing, technical support, system development, and troubleshooting. Skilled in optimizing systems, building automated workflows, and supporting marketing funnels while delivering excellent customer service. Strong in both technical and client-facing roles, with proven problem-solving and communication skills. Passionate about providing efficient solutions and outstanding user experiences.

Work Experience

08/2025 – 01/2026
United Kingdom

Digital Marketing Virtual Assistant *Vention LTD*

- Designed and implemented marketing funnels to drive lead generation, nurture prospects, and improve conversion rates.
- Created and managed webinars to support client education and promotional campaigns.
- Produced and edited video content for social media and marketing campaigns to boost audience engagement.
- Designed graphics and visual content for social media platforms, ensuring brand consistency and appeal.

04/2024 – 06/2025
Davao City, Philippines

IT Technical Assistant Supervisor *Sploop*

- Supervised support staff and handled system maintenance and troubleshooting tasks.
- Coordinated IT operations, improved efficiency, and contributed to overall process enhancement.

08/2023 – 04/2024
Davao City, Philippines

Customer Support / Sales Representative *Firmoo Opticals*

- Assisted customers with inquiries, orders, and product guidance.
- Maintained high satisfaction by providing timely and helpful support.

05/2023 – 08/2023
Davao City, Philippines

Internship *Department of Science and Technology*

- Supported the development of a procurement management system.
- Conducted hardware/software troubleshooting and testing.

Education

2020 – 2024	Bachelors of Science in Information Technology
Davao City, Philippines	<i>Interface Computer College</i>
2018 – 2019	Bachelors of Science in Electrical Engineering
Davao City, Philippines	<i>University of Mindanao</i>
	Undergraduate

Skills

Graphic Designing

Adobe Illustrator, Photoshop, Canva

Microsoft Suite

Office, Excel, PowerPoint

Email Workflow Automation

Designed and implemented automated email sequences to streamline communication, improve response times, and reduce manual tasks.

Computer System Servicing

Hardware Installation and Troubleshooting, Software Installation and Configuration, Diagnostics and Repairs

Funnel Building

Low and High Ticket Funnel, Designed lead generation and conversion funnels using landing pages, email sequences, and follow-up workflows.

Certificates

- Visual Graphic Design NC III
- Animation NC II
- Computer System Servicing NC II
- Web Design NCIII

References

Ronald U. Soberano, *Full Stack Developer*, Department of Science and Technology
ronsoberano01@gmail.com, 09974736380

Kenneth Carredo, *Full Stack Developer*, Rooche Digital
09193373054

Emmanuel Enojarda, *Electrical and Instrumentation Telecom Supervisor*, KAT Arabia
awi8113503@gmail.com, +966537160639

Julie Tino, *Retention Solutions Department*, LLC
julie.pauline99@gmail.com, 09459842864