



# Jennyrine Palis Jr.

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

## Profile

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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

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08/2025 – 01/2026      **Digital Marketing Virtual Assistant**  
United Kingdom      *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      **IT Technical Assistant Supervisor**  
Davao City, Philippines      *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      **Customer Support / Sales Representative**  
Davao City, Philippines      *Firmoo Opticals*  

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

05/2023 – 08/2023      **Internship**  
Davao City, Philippines      *Department of Science and Technology*  

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

## **Education**

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2020 – 2024                   **Bachelors of Science in Information Technology**  
Davao City, Philippines     *Interface Computer College*

2018 – 2019                   **Bachelors of Science in Electrical Engineering**  
Davao City, Philippines     *University of Mindanao*  
                                  Undergraduate

## **Skills**

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**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**

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

## **References**

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**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  
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