

EUNILLE JAN APO

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PROFILE

As a Computer Science student with a passion for technology, I have experience in design, management, and programming. I enjoy creating visually appealing designs, efficiently managing projects, and continuously improving my coding skills to develop innovative solutions.

KEY SKILLS

- **UI/UX Design:** Expertise in creating user-friendly interfaces and enhancing user experiences using tools like Figma.
- **Frontend Programming:** Proficient in building interactive and responsive websites.
- **Team Collaboration:** Skilled in working effectively with cross-functional teams to achieve goals.
- **Graphic Design:** Experienced in creating logos, branding, and visual content.
- **Management:** Competent in leading projects, organizing tasks, and meeting deadlines using tools like Trello and Notion.

EXPERIENCE

HR Intern

(R.L. Vercons Merchants Corporation) — (Jun 2023 - Jul 2023)

- Assisted in the recruitment process by screening resumes, scheduling interviews, and communicating with candidates to ensure a smooth experience.
- Helped maintain and update employee records, focusing on accuracy and confidentiality.
- Contributed to HR projects such as creating training materials, supporting policy development, and assisting in performance management tasks, gaining insight into key HR processes.
- Received a Certificate of Excellent Work Performance for demonstrating outstanding dedication and exceptional contributions during the internship.