John Leo Bruno

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SUMMARY

Proactive problem solver with great clerical skills and the ability to prioritize assignments efficiently. Seeking a position that will utilize my administrative assisting and technical experience. I've further developed my skills by working on side projects and I'm eager to learn and collaborate with other professionals to improve even more.

PROFESSIONAL EXPERIENCE

Ascendance BPO Inc   **Nov 2023 - Present**
Junior Claims Specialist
- Proactively identify potential issues and work quickly to resolve problems.
- Skilled in utilizing claims management software and collaborating with cross-functional teams to resolve complex issues.
- Administrative and customer relations support related to the processing of insurance claims.
- Conducted in-depth investigations into claim discrepancies, utilizing critical thinking to identify root causes and develop effective solutions.
- Strong problem-solving abilities, with a focus on achieving timely resolutions while maintaining client satisfaction.

iSyngergies Inc
Software Developer Intern
Technologies - Bootstrap, PHP, MySQL   **Jan 2023 - May 2023**
- Developed a quality administration for storing barangay officials and residents information to database.
- Collaborated with a small team of students and experienced developers.
- In charge of designing and executing SQL queries within PHP scripts to handle data manipulation.
- Integrate RESTful API. Perform HTTP requests such as GET, POST, PATCH, PUT and DELETE using PHP and MySQL as database.
- Generates barangay certifications issuance.
- A complete and operational CRUD system.

EDUCATION

Nueva Ecija University of Science and Technology
BS in Information Technology - Major in Web Systems Technology

SKILLS / KEY COMPETENCIES

Web Front End Development	Reporting and Presenting with client	Strong interpersonal skills
Problem Solving	Critical thinking skills	Proactive and self-motivated
Testing and Maintenance	Excellent communication skills	Basic graphic design

PROJECTS

Fresh Bites
- Developed and designed the food landing page for the frontend of a complex web application.
- Ensured responsive web design that seamlessly adapt to various screen sizes and devices.

Barangay Management Information System
- During my internship at iSynergies Inc., my team and I developed a web-based Barangay Management Information system using the JavaScript, Bootstrap, jQuery, PHP, and MySQL.

REFERENCES

References are available upon request.