

JANTONIGN S REYES



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Don Bosco, Parañaque City

PROFESSIONAL HIGHLIGHTS

DATA & AUTOMATION

- **AI-Automated Reporting** - Built AI-assisted tools to automate financial, customer, and employee reports, reducing manual processing time by 40% and enabling real-time strategic insights.
- **System Streamlining & Integration** - Integrated disparate systems to improve data flow and operations, resulting in a 15% boost in overall efficiency.
- **Profitability Analysis** - Conducted deep-dive analyses of business and customer data to identify profitability drivers and guide decision-making for independent ventures.
- **Full-Stack Development** - Designed and deployed functional dashboards and e-commerce websites for small businesses, managing projects from needs analysis to deployment.

COMMUNICATIONS & MARKETING

- **Radio (Writer/Producer/Reporter)** - Produced and delivered news segments, showcasing research, storytelling, and deadline management skills.
- **Trade Marketing Officer** - Analyzed sales data and market trends to craft and execute channel strategies, driving measurable increases in market share.

OPERATIONS & CLIENT MANAGEMENT

- **General Administration Analyst** - Assessed and improved administrative workflows, enhancing efficiency and resource allocation.
- **Customer & System Specialist** - Streamlined support processes based on customer data insights, reducing average resolution time.
- **Account Executive** - Managed accounts and client relationships, applying strategic communication and business acumen to boost sales and strengthen partnerships.

CORE COMPETENCIES

- **Business Intelligence & Strategy** - Data Analysis, Dashboards, Market Research, ROI Analysis
- **Operations & Automation** - Process Optimization, System Integration, Project Management, Workflow Design
- **Technical Skills** - Power BI, Tableau, SQL (Basic), MS Excel (Advanced), HTML/CSS, AI-Assisted Development
- **Communications & Marketing** - Client Relations, Stakeholder Management, Trade Marketing, Content Development

PROFESSIONAL SUMMARY

Strategic and results-driven professional with a rare blend of communication, business management, and technical automation expertise. Skilled in leveraging AI-assisted tools, data analytics, and process optimization to deliver actionable insights, streamline workflows, and improve profitability. Adept at translating complex data into compelling narratives, managing client and stakeholder relationships, and driving operational efficiency across diverse industries. Open to opportunities where strategy, systems, and communication intersect.

EDUCATION

Master of Business Administration (in progress)
Central Colleges of the Philippines

Bachelor of Arts in Mass Communication
Far Eastern University