



JASPER JOSHUA GEOLAGON



(Scan to view my Portfolio)



Contact



Tagbilaran City, Bohol



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<https://jasperjoshua.github.io/Portfolio/>



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Skills

Communication



Active Listening



Creativity



Leadership



Time Management



Customer Service



Interpersonal



Transferable



About Me

I am a passionate and dedicated individual with a strong drive for self-improvement and exploration, seeking to contribute to your organization. Through my previous work experience and internship, I have developed expertise in technical knowledge, customer service, communication, and problem-solving, making me a valuable addition to your workforce.



Education

BS Information Technology

2019 - 2023

**Bohol Island State University - Balilihan
Campus**

TVL Major in Organic Agriculture

2017 - 2019

Busao National High School



Work Experience

ZionLab IT Consultancy

2023

SOCIAL MEDIA MANAGER, SCRUM MASTER AND TRAINER

- Creating and implementing social media strategies aligned with the company's goals and target audience.
- Supervise the assessment of all graphic materials in order to ensure the quality and accuracy of the design.
- Lead in the design, development, and implementation of the system, and website.

iBex

2021-2022

CUSTOMER SERVICE REPRESENTATIVE

- Handle 90+ calls a day and resolve 300+ weekly customer inquiries via phone calls and emails.
- Took great pride and ensuring a positive overall customer experience.
- Responsible for managing customer expectations in delivering superior levels of service.
- Politely addressed any customers complaints, escalating to management when necessary.
- Account: Amazon Payments.



Extracurricular

Student Supreme Government

2021 - 2023

SENATE PRESIDENT

- Designed and Managed virtual programs at school.
- Organized weekly meetings.
- Suggesting activities up for the proposal.
- Responsible for presiding over Senate meetings, ensuring that the meetings run smoothly and efficiently, and that all members have the opportunity to voice their opinions.
- Serves as the official representative of the Senate to the school administration, faculty, and student body.
- Responsible for setting the agenda for Senate meetings, which includes deciding which issues will be discussed and in what order.
- promote unity among Senate members and encourage collaboration and teamwork.

School Publication (Campus Access)

2019 - 2023

ASSOCIATE EDITOR IN CHIEF / BROADCASTER

- Reading and Editing articles to be published in the campus magazine.
- Responsible for managing other staff members, including writers, photographers, and graphic designers. This may include providing feedback on their work, supervising their assignments, and ensuring that they meet deadlines.
- Responsible for promoting the publication and building its readership, both on and off campus. This may include managing social media accounts, organizing events, and working with other student organizations to promote the publication.
- Responsible for creating and broadcasting content that is relevant and engaging for their target audience.
- Help build a sense of community on campus by promoting campus events and activities, sharing news and information, and providing a platform for students to share their views and ideas.
- Collaborate with other campus organizations to promote their events and initiatives and to provide coverage of those events.



References

BENJAMIN N. OMAMALIN, PhD,CpE.

College of Technology and Allied Sciences - Dean
Bohol Island State University - Balilihan Campus

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I hereby certify that the above information is true and correct to the best of my knowledge.

JASPER JOSHUA M. GEOLAGON

Applicant