



JASPER JOSHUA GEOLAGON



Contact



Tagbilaran City, Bohol



+63 9380781186



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



geolagonjasperjoshua@gmail.com



Skills

Communication



Active Listening



Creativity



Leadership



Time Management



Customer Service



Interpersonal



Transferable



About Me

A graduate of BS Information Technology, where the program delivers an innovative education that equips us with practical knowledge and real-life skills to adapt to a rapidly evolving ICT-driven world.



Education

BS Information Technology

2019 - 2023

Bohol Island State University

TVL Major in Organic Agriculture

2017 - 2019

Busao National High School



Work Experience

ZionLab IT Consultancy

2023

SOCIAL MEDIA MANAGER, SCRUM MASTER AND TRAINER

- Lead in the design, development, and implementation of the system, and website.
- Delegate tasks to the 5 members of the design team and provide counsel on all aspects of the project.
- Supervise the assessment of all graphic materials in order to ensure the quality and accuracy of the design

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.
- Account: Amazon Payments.



Extracurricular

Student Supreme Government

2021 - 2023

SENATOR 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

Magsija, Balilihan, Bohol

CHYLENE P. SARASPE, CpE.

ZionLab IT Consultancy CEO/Founder
Guiwanon, Baclayon, Bohol

Hon. LEONARDA M. DABALOS

Barangay Capatin
Bitaugan, Antequera, Bohol

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

JASPER JOSHUA M. GEOLAGON

Applicant