

Jomar Pajenago

Administrative Assistant

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To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills and Tools

- Strong organizational and time-management skills
- Ability to work independently and as part of a team
- Proficient in building complex reports from large and historical data
- Expertise in MS Excel and Google Sheets
- Extensive experience with Shopify, Looker Studio, Google Analytics, Ads Managers, Amazon, and Power BI
- Data Analysis, Entry, Validation, and Normalization
- Experience in SQL
- Report Preparation
- Technical Analysis

Work History

Part-time Project **Data Analyst**

2024-06 – Current *Work from home*

- Automated routine data analysis tasks, freeing up time for more complex analysis.
- Conducted ad-hoc analysis to address urgent business questions, facilitating rapid response to market changes.
- Enhanced data accuracy by automating data cleansing processes, significantly reducing manual errors.
- Developed complex dashboard and reporting tools to track business performance metrics.
- Data cleaning, validation and normalization

2023-02 – 2024-08 **Administrative Assistant**

City Government of Antipolo, Antipolo, Rizal, Philippines

- Developed comprehensive reports for management by collecting data from various sources, analyzing trends, and presenting actionable insights.
- Assisted in onboarding new employees, providing training materials, and coordinating orientation schedules to ensure a smooth integration into the team.
- Assisted development and implementation of new administrative procedures.
- Addressed IT issues by coordinating with tech support, minimizing downtime and maintaining operational efficiency.

2018-09 – 2023-02 **Revenue Collection Clerk**

City Government of Antipolo, Rizal, Philippines

- Welcomed customers and helped determine their needs.
- Operated cash register for cash, check, online payment, and record transactions accurately and efficiently.
- Maintained a balanced cash drawer, ensuring accurate accounting at the end each shift.

Education

Expected in 2027- **Bachelor in Public Administration**

05 *Polytechnic University of the Philippines - Open University System
Santa Mesa, Metro Manila, Philippines*

2010-05 **Associate in Computer Science**

*Datamex Institute of Computer Technology
Antipolo, Rizal, Philippines*