



JERICA H REIGN AGTUAL

Wedding Coordinator

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📍 Alabang, Muntinlupa City

ABOUT ME

I am a student currently pursuing a Bachelor of Science in Computer Science. Alongside my studies, I work as a wedding coordinator with 1 year and 7 months of experience, focusing specifically on the bride's needs during her big day.

EDUCATION

**Cavite State University
Bacoor Campus**
BS in Computer Science
2022 - Present

**Muntinlupa National
High School - Main**
STEM
2020 - 2022

**Pedro E. Diaz High
School**
2016 - 2020

**Bayanan Elementary
School Unit 1**
2010 - 2016

LANGUAGE

English

Filipino

WORK EXPERIENCE

- April 2023- Present
Jhossa Events Management | LBV. Commercial Bldg, Bacoor Blvd, Bacoor, 2Cavite
Wedding Coordinator
Ensure a seamless, stress-free, and enjoyable experience for brides by providing personalized support throughout the wedding planning process.
- 2022 - 2023
Shacman Motors Inc. | Integrated wh, Kaingin Rd, Parañaque, Metro Manila
Encoder
Executed high-volume data entry tasks with precision, ensuring accuracy in the entry of invoice details and parts specifications.

EXPERTISE

- **Event Planning & Coordination:** Organized and managed wedding details for seamless execution.
- **Customer Service:** Provided exceptional support to brides and families, fostering positive relationships.
- **Attention to Detail:** Ensured accuracy in event planning and data entry tasks.
- **Problem Solving:** Effectively handled last-minute changes and unexpected challenges.
- **Communication Skills:** Strong verbal and written communication with clients and team members.
- **Organizational Skills:** Managed multiple tasks efficiently in fast-paced environments.