

# JUSTIN JONES BREY

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## SUMMARY

Highly motivated detail oriented individual with good English and typing skill in search of an entry level transcription work. Fast learner with strong listening skills in regards to language, and a desire for precision. Knowledge of Microsoft Office applications and basic familiarity with transcription tools. Eager to apply effective organizational and time management skills to achieve quality transcriptions.

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## EDUCATION

**Bachelor of Science in Computer Science** **August 2023 - Present**

West Visayas State University

- Provided foundational skills in software tools and algorithms, beneficial for using transcription software efficiently and troubleshooting technical issues.
- Covered computer applications, data management, and digital communication tools, essential for managing digital files and using word processing software.

**High School** **June 2017 - June 2023**

Cabatuan National Comprehensive High School

**Elementary** **June 2009 - June 2017**

Cabatuan Parochial School

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## EXPERIENCE

**College of Information and Communications Technology - Student Council** **August 2024**

**Data Encoder**

- Accurately entered and managed data of qualified students for college and university recognitions, ensuring the integrity and confidentiality of student information.
- Conducted comprehensive quality checks on all entries, meticulously verifying details to prevent errors and discrepancies.
- Collaborated effectively with the administrative team to confirm student qualifications and address any issues, ensuring the final recognition lists were flawless.

**College of Information and Communications Technology - Student Council** **August 2023 - Present**

**Technical Committee - Member**

- Managed and operated technical equipment, including audio-visual systems, lighting, and presentation tools, to support a wide range of college events.
- Collaborated closely with event organizers and other committee members to plan and execute technical setups, contributing to the overall success of college events.

**College of Information and Communications Technology - Student Council** **August 2023 - Present**

**Secretariat Committee - Member**

- Coordinated communication between council members, students, and external parties, facilitating smooth information flow and efficient decision-making.
- Assisted in planning and executing council events, handling logistics, scheduling, and administrative support to ensure successful event outcomes.

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## LEADERSHIP EXPERIENCE

### Junior Business Manager - CICT Student Council

August 2023 - Present

- Orchestrated logistics for council events, including venue selection, transportation arrangements, equipment setup, and catering services, ensuring seamless execution and positive attendee experiences.
- Developed detailed logistical plans and timelines, coordinating with vendors, volunteers, and council members to ensure all logistical requirements were met efficiently and within budget constraints.

### Class Chairperson

August 2023 - Present

- Acted as a liaison between students and teachers, conveying student feedback and concerns to relevant stakeholders and working collaboratively to address any issues or challenges.
- Organized and coordinated class activities and initiatives, such as fundraisers, community service projects, and class outings, fostering a sense of camaraderie and unity among classmates.

### Marketing and Partnerships Committee Member- SAKDAG PH

Dec 2020 - 2023

- Contributed to the development of marketing campaigns and promotional materials to raise awareness of our organization/club's mission, events, and initiatives among the target audience.
  - Identified and pursued potential partnership opportunities with other student organizations, local businesses, and community groups to collaborate on events, projects, and sponsorships.
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## ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Office Suite, OBS, Canva, Survey and Feedback Tools
- **Languages:** English, Filipino, Hiligaynon
- **Awards/Activities:** Silver Medalist, College Service Award, Consistent Honor Student,