

# Ateza Kenjy G. Gurango



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## Education

### NEW ERA UNIVERSITY

BSBA in Legal Management

Relevant Coursework: Legal Research and Writing and Business Law.

Quezon City, Philippines

### STI COLLEGE MUÑOZ-EDSA

Graduated with high honors

Best Research Paper

Quezon City, Philippines

July 30, 2024

## Experience

### LEGAL MANAGEMENT ORGANIZATION

Creatives Committee Trainee

Quezon City, Philippines

August, 2024

- Designed and edited visually appealing PowerPoint presentations, event posters, and promotional materials to support organizational activities and events.
- Contributed to the creation of various digital and printed materials, enhancing event visibility and audience engagement.
- Supported the setup and design of event booths, creating a cohesive visual experience for attendees
- Developed proficiency in editing and design tools, such as Adobe Photoshop, Canva, and PowerPoint, to produce high-quality visuals aligned with organizational branding.

## Leadership & Activities

### JUNIOR ACCOUNTANT ENTREPRENEUR

Vice President

Quezon City, Philippines

2022 - 2024

- Led team efforts in creating, developing, and marketing innovative products, contributing to increased sales and organizational growth.
- Coordinated school-based sales and event-driven product launches, enhancing visibility and engagement with the student market.
- Oversaw project planning and product design, ensuring alignment with market needs and quality standards.
- Enhanced skills in business development, strategic planning, and team leadership, contributing to a successful and results-driven organization.

## Skills & Interests

- **Technical:** Graphic Design (Adobe Photoshop, Canva), Presentation Design, Financial Tracking (School Expenses Tracker)
- **Language:** English, Tagalog
- **Business & Marketing:** Product Development, Sales Strategies, Event Planning, Team Leadership
- **Interests:** Reading, Business Innovation, Legal Research