

James Dominic S. Liao

Parañaque, Metro Manila, NCR, Philippines

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Professional Summary

A fresh graduate with a degree in Business Administration, majoring in Export Management. Known for being dependable, hardworking, and adaptable, with a keen attention to detail. Seeking opportunities in general administration, clerical roles, documentation control, front-end web development (willing to expand to full stack), as well as video/photo editing and proofreading. Eager to apply and further develop technical and creative skills in dynamic and growth-oriented environments.

Work Experience**ATG SEALANDAIR Freight Forwarding Company – Manila, Philippines**

Intern (Documentation Staff)

May 2022 – August 2022

- Assisted in preparing import and export documents, ensuring compliance with regulatory requirements
- Computed tariffs, VAT, and duties for clients, contributing to accurate cost calculations
- Encoded documents on the Bureau of Customs (BOC) portal for timely processing
- Submitted requests for inspections and processed shipping line documents to ensure smooth logistics operations

Martha's Home – Parañaque, Philippines

Intern (Clerk Staff)

January 2018 – March 2018

- Managed company resources efficiently to support daily operations
 - Assisted with basic accounting and financial allocations to help maintain budgetary control
 - Learned and applied administrative and clerical tasks, enhancing overall team efficiency
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Education**Bachelor of Science in Business Administration, Major in Export Management**

De La Salle-College of Saint Benilde, 2022

Skills

Hard Skills:

- Editing & Proofreading
- Microsoft Office (Excel, Word, PowerPoint)
- Typing (WPM 43, Accuracy 91.3%)
- Basic Accounting
- Video & Photo Editing
- Google Workspace (Docs, Sheets, Slides)

Soft Skills:

- Fast Learner
- Adaptive
- Efficient
- Attention to Detail
- Dependability
- Strong Communication
- Time Management

Certifications

- **Typing Speed Certificate** (WPM: 43, Accuracy: 91.3%) – Issued June 2021

Projects

James Freelancing Solutions

- An e-commerce website for James' freelancing business created using HTML, CSS, and JavaScript
- No link available yet, but can be provided upon request
- Status: Ongoing

Portfolio

James Portfolio and Resume

- A detailed resume and portfolio created using HTML, CSS, and some JavaScript

- No link available yet, but can be provided upon request
- Status: Finished