

PHOEBE GRACE C. JUAYONG

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SUMMARY

Tech-driven and adaptable professional with hands-on experience in GoHighLevel (GHL) for CRM management, automation, and workflow optimization. Fast learner with strong communication and teamwork skills, committed to delivering efficient and high-quality results.

SKILLS

Programming and AI	C++, Python, JavaScript, HTML, CSS, React, RVC, AI Training/Model Building.
Technical Tools	GoHighLevel, Zapier, Wordpress, MS Office365, Google Suite, Figma, Canva, Photoshop, Premiere, Figma, Capcut, Audacity, Spline, Blender, OBS
Project Management	ClickUp, Notion, Asana, Trello, Discord

WORK EXPERIENCE

TESDA Provincial Office, Antique <i>Government Internship Program (GIP)</i>	Sept 2025 - Present
○ Assisted the Provincial Director in planning and executing major events, including WorldSkills Competition 2025 (Provincial Level). ○ Led the technical and creative team for presentations, LED materials, and event marketing assets (tarpaulins, posters, video promotions). ○ Coordinated logistics and documentation for provincial-level events and training programs.	
AVP - Iloilo K-pop Fanclub <i>Founder and Creative Content Creator</i>	Mar 2024 - Present
○ Designed and produced creative materials, including pubmats and videos, for fan events and community projects. ○ Led and managed large-scale events such as cupsleeve events and cinema block screenings with 200+ attendees and received positive feedbacks	
Executive Virtual Assistant <i>Freelance</i>	May 2025 - October 2025
○ Supported a financial group client by managing daily operations and automation through GoHighLevel (GHL) and Wavv Dialer. ○ Created weekly and monthly performance reports and maintained CRM data accuracy. ○ Managed task automations to streamline agent workflows and ensure timely task distribution.	
Hamtic Multi-Purpose Corporation <i>Graphic Designer (Project Based)</i>	Jul 2025 - August 2025
○ Designed tarpaulins, event posters, booklets, and presentation slides for corporate and community events.	
Primof Funnel Marketing Solutions Inc. <i>Student - Intern</i>	Jan 2025 - April 2025
○ Developed and optimized GoHighLevel (GHL) funnels and automation workflows for client accounts. ○ Integrated AI tools and website components to improve user experience and operational efficiency. ○ Collaborated with the web development and marketing teams on front-end and back-end implementation.	
Technical Staff <i>Creative Content Creator and Technical Support Volunteer</i>	Mar 2022 - May 2022
○ Provided technical and creative support during the 2022 presidential election, including video editing and promotional material creation in a local community.	

EDUCATION

West Visayas State University College <i>Bachelor of Science in Computer Science / Major in Artificial Intelligence</i>	2021 - June 2025
○ Magna Cum Laude ○ Silver Medalist (AY 2021-2025)	
Governor Julian Fullon Pacificador National School Junior & Senior High School <i>Science Technology Engineering and Mathematics (STEM)</i>	2015 - April 2021
○ Boy Scout of the Philippines Eagle Scout Rank ○ Supreme Student Government Officer (2015-2020) ○ Consistent Honor Student	