

# PHOEBE GRACE C. JUAYONG

📍 Funda, Hamtic, Antique, Philippines

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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

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

## WORK EXPERIENCE

<b>TESDA</b>   Provincial Office, Antique <i>Government Internship Program (GIP)</i>	<b>Sept 2025 - Present</b>
<ul style="list-style-type: none"><li>Assisted the Provincial Director in planning and executing major events, including WorldSkills Competition 2025 (Provincial Level).</li><li>Led the technical and creative team for presentations, LED materials, and event marketing assets (tarpaulins, posters, video promotions).</li><li>Coordinated logistics and documentation for provincial-level events and training programs.</li></ul>	

<b>AVP - Iloilo</b>   K-pop Fanclub <i>Founder and Creative Content Creator</i>	<b>Mar 2024 - Present</b>
<ul style="list-style-type: none"><li>Designed and produced creative materials, including pubmats and videos, for fan events and community projects.</li><li>Led and managed large-scale events such as cupsleeve events and cinema block screenings with 200+ attendees and received positive feedbacks</li></ul>	

<b>Executive Virtual Assistant</b> <i>Freelance</i>	<b>May 2025 - October 2025</b>
<ul style="list-style-type: none"><li>Supported a financial group client by managing daily operations and automation through GoHighLevel (GHL) and Wav Dialer.</li><li>Created weekly and monthly performance reports and maintained CRM data accuracy.</li><li>Managed task automations to streamline agent workflows and ensure timely task distribution.</li></ul>	

<b>Hamtic Multi-Purpose Corporation</b> <i>Graphic Designer (Project Based)</i>	<b>Jul 2025 - August 2025</b>
<ul style="list-style-type: none"><li>Designed tarpaulins, event posters, booklets, and presentation slides for corporate and community events.</li></ul>	

<b>Primof Funnel Marketing Solutions Inc.</b> <i>Student - Intern</i>	<b>Jan 2025 - April 2025</b>
<ul style="list-style-type: none"><li>Developed and optimized GoHighLevel (GHL) funnels and automation workflows for client accounts.</li><li>Integrated AI tools and website components to improve user experience and operational efficiency.</li><li>Collaborated with the web development and marketing teams on front-end and back-end implementation.</li></ul>	

<b>Technical Staff</b> <i>Creative Content Creator and Technical Support Volunteer</i>	<b>Mar 2022 - May 2022</b>
<ul style="list-style-type: none"><li>Provided technical and creative support during the 2022 presidential election, including video editing and promotional material creation in a local community.</li></ul>	

## EDUCATION

<b>West Visayas State University</b>   College <i>Bachelor of Science in Computer Science   Major in Artificial Intelligence</i>	<b>2021 - June 2025</b>
<ul style="list-style-type: none"><li>Magna Cum Laude</li><li>Silver Medalist (AY 2021-2025)</li></ul>	
<b>Governor Julian Fullon Pacificador National School</b>   Junior & Senior High School <i>Science Technology Engineering and Mathematics (STEM)</i>	<b>2015-April 2021</b>
<ul style="list-style-type: none"><li>Boy Scout of the Philippines   Eagle Scout Rank</li><li>Supreme Student Government Officer (2015-2020)</li><li>Consistent Honor Student</li></ul>	