



SHIRLEY MAY PAZ

TECH SAVVY

Organized, excellent multi-tasker, hard-working and self-motivated with 5+ years experience in social media management, content administration, record-keeping, event management, and UI/UX design. Able to focus on work without the need for supervision.

EDUCATION

Bachelor of Science in Information Systems minor in Data Analytics (2023)
De La Salle College of Saint Benilde
• Dean's Lister (First Honors)

Data Science Development Program (2022)

Union Bank Xcellerator Program

Bitcoin & Cryptocurrencies (2021)
University of California Berkeley

HARD SKILLS

- Project Management
- Strategic Thinking
- Microsoft Office
- Google Suite
- Adobe Photoshop, Illustrator
- Canva
- Final Cut Pro, CapCut, iMovie
- Procreate
- Data Visualization
- Data Analysis
- Wireframing
- UI/UX Design
- C, C#, C++
- SQL
- Power BI, Data Studio
- Python
- Prototyping: Figma

SOFT SKILLS

- Problem-solving
- Time Management
- Communication
- Flexibility

WORK EXPERIENCE

Social Media Manager

Rare Loyalty Trust, LA | 2022

- Create attractive designs for clients
- Collaborated with influencers Helped the brand achieve a strong social media presence by handling day-to-day inquiries
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Social Media Manager

Saint Aint Sin, MNL | 2020

- Handle day-to-day inquiries
- Plan and execute contents
- Collaborate with Social Media Influencers to gain more exposure

Project Manager


KalaKlub | 2022

- Utilized creative approach to engage users and increase activities
- Collaborate with advertising and promotion managers to promote products and services
- Designed the discord channels, categories, roles and icons
- Engaged users with events and forum activities
- Server Front-end Designer
- Gathered user feedback on community and issues

Lead Moderator

DeMonsters | 2022

- Help shape and implement policy, as well as organizing events to increase traffic
- Reach out to another project for collaboration (5-15 weekly)
- Ban bots and scammers

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SCAN ME

