

Jullien Marie M. Mindoro

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🎯 OBJECTIVE

Resourceful individual with an enthusiasm to accept challenges while learning and gaining experience. I am looking to obtain a position in a fast paced environment where I can develop remarkable multitasking skills and efficiently running various activities for the company or agency and acquiring experience in the long-run.

📁 EXPERIENCE

Intern, Bureau of Customs

2018 – 2018

Manila, Philippines

- Improved working efficiency by 25% through streamlining administrative and clerical tasks using Microsoft Office suite, resulting in faster document creation, better data management, and effective collaboration with team members.

Volunteer, Hope in A Box

2021 – 2023

Romblon, Philippines

- Developed 10+ engaging articles and social media materials resulting in a 25% increase in social media engagement.
- Drafted legal documents to ensure transparency and compliance, resulting in a 100% success rate for regulatory compliance and an improvement in transparency and accountability for the organization.
- Contributed to a collaborative team effort, ensuring all materials were delivered accurately and aligned with the organization's mission and values.

Sales Associate, Atheenna's Breadhouse

2023

- Provided excellent customer service as a representative by answering 50+ inquiries per day, achieving a 95% customer satisfaction rate based on customer feedback.
- Successfully implemented strategic upsell techniques, resulting in a increase in sales volume.
- Maintained accurate and comprehensive customer records and communication logs, resulting in increase in customer follow-up and improved overall customer experience.

🎓 EDUCATION

Bachelor in Political Science, Polytechnic University of the Philippines

2015 – 2022

Manila, Philippines

Full-Stack Web Developer, KODEGO

Feb 2023 – present

🏠 ORGANIZATIONS

Junior Chamber International-Romblon Capital, Aspirant

Jan 2023 – present

Romblon, Philippines

- Provided assistance in coordinating a large-scale event, managing all aspects of the event, including vendor coordination, guest management, and venue booking, resulting in a 95% satisfaction rate from attendees and a 20% increase in attendance compared to the previous year's event.
- Ran errands related to the event, including purchasing decorations, delivering invitations, and completing all tasks with 100% accuracy and within the allotted time frame, ensuring a seamless execution of the event.

🧠 SKILLS

Productivity Software (Microsoft Office, Google Workspace) | **Web Development** (HTML/CSS/JavaScript)

Design (Adobe) | **Research** (Case Study, Qualitative, Survey) | **Electronics Technician** (focusing on hardware)

Soft Skills (Can work under pressure, versatile, able to plan and organize, multitasking, decision-making, problem solving, creative, adaptability)

🔑 INTERESTS

Trading (Cryptocurrency, Forex) | **Electronics** (Repair of damage electronics like cellphone and laptop)

Community Involvement (Volunteer at Hope In a Box under the Yellow Boat Foundation) | **Reading**