



Christian Pacle Borromeo

Blk. 9 Lot. 13 David Street North Olympus Subd., Quezon City
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PERSONAL DATA

Age : 32
Date of Birth : February 24, 1991
Place of Birth : Quezon City
Gender : Male
Civil Status : Married
Nationality : Filipino
Religion : Catholic
Father's Name : Crisanto W. Borromeo
Mother's Name : Ana Victoria P. Borromeo
Languages : Filipino

EDUCATION

National College of Business and Arts
Aurora Blvd., Project 4, Quezon City
Bachelor of Science in Business Administration
Major in management
2007-2011

National College of Business and Arts
Aurora Blvd., Project 4, Quezon City
High School
2003 – 2007

Quirino Elementary School
Anonas, Quezon City
1997-2003

HIGHLIGHTS OF QUALIFICATION

- Rendering and presenting design mock-ups for revision and feedback.
- Illustrating concepts by designing examples of art arrangement, size, type size and style and submitting them for approval.
- Record-keeping (computerized) and purchase order experience.
- Actively builds relationship of trust with supplier, seeks feedback to improve service.
- Proficient in MS Office products – Excel intermediate, Word intermediate, Outlook intermediate.
- Willingness to work overtime and weekends; reliable and responsible; and can work independently with little direct supervision.

SKILLS

- Business Application : Microsoft Word, Excel and PowerPoint, Publisher
- Database Management : Microsoft access and MySQL
- Other : Photo Editing - Adobe Photoshop
Music and Sound Editing
Video Editing
Computer Hardware and Software Installation
Computer Troubleshooting

EXPERIENCES

**Twenty-Eight Prints Digital Printing Services
#279 Susano Rd., Camarin, Caloocan City
2018 – 2023**

Print Designer / Layout Designer / Graphic Designer

- Rendering and presenting design mock-ups for revision and feedback.
- Implementing feedback revision and creating final designs for printing.
- Reviewing and proofreading designs to ensure that copy, layout, and dimensions are print-ready.
- Overseeing the printing process to ensure color quality and consistency.
- Managing the timelines and workflow of print design projects.
- Maintaining the brand's consistency across all designs and printed materials.
- Keeping up to date with the latest design trends, techniques, and printing standards.
- Arranging page elements for screens and printed media.
- Determining text and image size for each page.
- Manipulating image aspect ratio for optimum viewing.
- Modifying page graphics to work with the images and text.
- Examining page proofs for final approval.
- Reviewing successful campaigns and adjusting strategies accordingly.
- Planning concepts by studying relevant information and materials.
- Illustrating concepts by designing examples of art arrangement, size, type size and style and submitting them for approval.
- Preparing finished art by operating necessary equipment and software.
- Reviewing final layouts and suggesting improvements when necessary.

**Kimbel International
#59 Samonte Street, Brgy. Holy Spirit, Quezon City
2015 – 2018**

Head- Data Encoder – Pullout Department

- Compile and maintain records of type, quantity, and value of material, sale, equipment, merchandise or supplies stocked in establishment.
- Compute figures from records, such as production records, sales orders or purchase invoices to obtain current inventory.
- Verify computer data with physical count of stock and adjusts errors in computation, then count or investigate and report reasons for discrepancies if there is any.
- Tracked inventory and maintained accounts to identify any discrepancies.

Admin Assistant

- Answered client and customer questions regarding accounts and any discrepancies.
- Resolve administrative problems by coordinating preparation of reports, analyzing data, and finding solutions.
- Excellent time management skills and ability to multi-task and prioritize work.

**Jazz Auto Parts (Family Business)
279 Susano Street, Camarin, Caloocan City
Secretary, Assistant Mechanic**