Jose Paolo Jimenez

Hard-working and self-motivated with experience in customer service, data entry, graphic design and various personal assistance tasks. Able to focus on work without need for supervision.

✉ josepaolojimenez098@gmail.com

☎ 09979951922

📍 Philippines

📅 31 July, 1991

SKILLS

Solid foundation in CRM's (Customer Relationship Management) and collaboration tools, particularly, Siebel, Oracle, LivePerson, Genesys, Juniper, LiveChatInc, Slack, GMail, Webmail, Intercom, Asana

Adobe Software: Photoshop, Illustrator, InDesign, Flash, After Effects, Premiere, Director. Autodesk Software: Maya 2013, CAD. Microsoft Software: Word, Excel, PowerPoint, Access. Programming Language: C++, C#, HTML. Knowledge in both MAC & Windows OS environment.

Proficient typing and transcription with computer and technical skills (including software knowledge).

Ability to work independently and as part of a team with a positive attitude when working under the pressure. Multi-tasking with Accuracy and attention to detail

SEMINARS

JCI –Mapua Technopreneurship Boot Camp

Vector and Vexel –Mapua Digital Art Workshop

WORK EXPERIENCE

Data Entry
MCVO Talent Outsourcing Services

12/2019 - 08/2022

- Preparing and sorting documents for data entry. Entering data into database software and checking to ensure the accuracy of the data that has been inputted. Resolving discrepancies in information and obtaining further information for incomplete documents.

Virtual Assistant
Van Law Firm

09/2018 - 12/2018
Go To V.A

- Virtual Assistant for Data Entry/Clerical Work under a Law Firm based in USA doing letters and filing, working 40 hours/week or more.

Customer Support Representative I
Conduent

05/2018 - 08/2018

- Online support adviser for Apple iTune's customers account and services.

Customer Support Representative I
TeleTech

03/2016 - 01/2018

- Handle Sales and Billing enquiry. Verify account information, process account creation and Orders for Telstra products & services.

Customer Support Representative II
TELUS International Philippines

07/2015 - 02/2016

- Admin Task for UBER. Process UBER driver application and account creation.

Graphic Artist
Welmanville Development Corporation - Marketing Department

09/2014 - 01/2015

- Design and Create Marketing Collaterals (Fliers, Posters, Banners and Social Media Advertisements) via Adobe Illustrator, Adobe Photoshop, Adobe After Effects and Autodesk Maya

Intern Graphic Artist
Cultural Center of the PhilippinesCultural Research and Development Dept.

01/2014 - 04/2014

- Online Encyclopedia Development via Adobe Flash, Adobe Photoshop and Adobe Illustrator

EDUCATION

Bachelor of Science in Multimedia Arts and Sciences
Mapua Institute of Technology

2008 - 2014