



JOMAR TOMINES

EDUCATION PROGRAM SPECIALIST

CAREER SUMMARY

I am a **well-rounded** and a **highly computer literate** administrative professional with an excellent communication & relations skills. I have worked with a number of companies, assisting them with administrative tasks and company management.

CONTACT

- St. Joseph St., Brgy. Doña Feliza Z. Mejia
Ormoc City 6541
- Avenida St., Brgy. Bito Abuyog, Leyte 6510
- tominesjomar@gmail.com
- 0915 6966 322

EDUCATION

UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE

Bachelor of Science in Biology, 2013-2018

NOTRE DAME OF ABUYOG

2nd Honorable Mention, 2009-2013

REFERENCES

Jophil Pedrita

SALES LEAD

Northwind Communications & Electronics, Inc.

Anthea Aivi Ancheta

INFORMATION OFFICER III

Department of Trade and Industry
Regional Office VIII

Aracelie Alejandre

TEACHER III

New Ormoc City National High School

WORK EXPERIENCE

Administrative Assistant

Magic Inc. | April 2020 - January 2021

- Personal Assistant On-Demand (Remote Work)
- Do administrative tasks, Appointment setting and arrangement, Email management, Social Media management, Data entry, and Graphic design for business executives around the world.
<https://getmagic.com/>

Sales Associate

Northwind Communications & Electronics, Inc. | September 2019 - August 2020

- Manages existing clients, supervises store inventory, and financial reports.
- Data mining, gathering, sales-calling prospect leads..
- Create quotations and estimates for government and private purchase orders.. <https://www.northwind-cei.com/>

Administrative Assistant

Real Estate IQ | November 2018 - July 2019

- Assists CEO with administrative tasks and marketing decisions (Remote Work)
- Manages company's social media channels and created and executed digital marketing campaigns. <https://realestateiq.co/>

TECHNICAL & PROFESSIONAL SKILLS

TECHNICAL

- Microsoft Office (Word, Excel, Publisher, Powerpoint)
- Google Suite (Drive, Docs, Sheets, Slides)
- Adobe Photoshop
- Canva
- Wordpress Web

PROFESSIONAL

- Ability to work in a team or individual
- Can work with little to no supervision
- Communication and tech savvy
- Can adapt to changes in work
- Strong interpersonal skills
- Goal-oriented and purpose-driven

ACHIEVEMENTS

RURAL IMPACT SOURCING TECHNICAL TRAINING:

DIGITAL MARKETING AND E-COMMERCE (DICT),

Scholar, Completer and Outstanding Trainee Medalist November 2018

CIVIL SERVICE PROFESSIONAL EXAMINATION PAPER-AND-PENCIL TEST

October 2015 Passer

AFFILIATIONS

NEW LIFE TACLOBAN

Volunteer (2015 - Present)

CRU - UP TACLOBAN

Student Leader (2016 - Present)

TRAININGS & CERTIFICATIONS

THE GREATEST JOURNEY DISCIPLESHIP COURSE (October 24-26, 2019)

Samaritan's Purse

- 2-Day seminar on how to train children's teachers for the Operation Christmas Child 2019

THE GREATEST JOURNEY - TRAINER TRAINING (November 1-2, 2018)

Samaritan's Purse

- 2-Day seminar on how to train children's teachers for the Operation Christmas Child 2018

RURAL IMPACT SOURCING TECHNICAL TRAINING: DIGITAL MARKETING AND E-COMMERCE (September 10 - November 9, 2018)

Philippine Department of Information and Communications Technology

- Scholar, Completer and Outstanding Trainee Medalist (October 2018)
- 11-Day Training on Social Media Marketing with 30-Day Digital Marketing Campaign, E-Commerce Website Development, Search Engine Optimization, & Content Marketing in partnership with the Department of Trade & Industry and registered Local Micro, Small, and Medium Enterprises (MSME)

LEADERSHIP TRAINING CONFERENCE (October 18-20, 2017)

Eastern Visayas Campus Crusade for Christ

GREEN MOTIVES: ENABLING THE YOUTH TOWARDS GREEN BUSINESS (May 19, 2017)

Young Southeast Asian Leaders Initiative

REALITECH: REDEFINING WHAT WAS (March 29, 2017)

UP Interactive Society

PLANETECHNOLOGY: TECH IT OR LEAVE IT (April 14-15, 2016)

UP Interactive Society