



JOMAR TOMINES

INSTRUCTOR

A well-rounded and enthusiastic administrative professional with an excellent communication & relations skills. I have worked with a number of companies, assisting them with administrative tasks and management. Seeking the Part-time Instructor role in the VSU-DBS to contribute to the university's academic integrity.

CONTACT

-  St. Joseph St., Brgy. Doña Feliza Z. Mejia
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EDUCATION

UNIVERSITY OF THE PHILIPPINES VISAYAS TACLOBAN COLLEGE

Bachelor of Science in Biology, 2013-2018

NOTRE DAME OF ABUYOG

2nd Honorable Mention, 2009-2013

REFERENCE

Evangeline Q. Omyo

MASTER TEACHER II

Valencia National High School

PART-TIME INSTRUCTOR

EVSU - Ormoc City Campus

0950 262 0001

AFFILIATIONS

UP - BIOSOC

Member (2013 - 2018)

NEW LIFE TACLOBAN

Volunteer (2015 - 2021)

CRU - UP TACLOBAN

Student Leader (2016 - 2018)

OLLC - KASANAG YOUTH

Board of Directors (2020 - Present)

PROFESSIONAL EXPERIENCE

Graphics and Web Designer

Cebu Technological University, August 2020 - September 2021

- Designed website pages via Figma and implemented them on WordPress via Elementor. <https://ctu.edu.ph>

Graphics and Web Designer

Project Stitch, Raw Alternative Tees, Illuminate Altus

November 2020 - August 2021

- Part-time admin assistant focusing on Graphic & WordPress Web Design, and other administrative tasks for Atlanta-based fashion designer and CEO, Kyle Dates, and his group of companies. <https://project-stitch.com>

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/>

PROFESSIONAL SKILLS

- Biology and General Sciences
- Public Speaking
- Technical Writing
- Knowledge of Modern Classroom Technology
- Microsoft Office (Word, Excel, Publisher, Powerpoint)
- Google Suite (Drive, Docs, Sheets, Slides, Classroom)

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