

Jasmin A. Fallejo

Dasmariñas City, Cavite 4114
jas.fallejo@gmail.com 09703038627



Skills & Interests

- Excellent Communication Skills
- Exceptional Customer Service
- Outstanding Critical Analysis
- Creative, Flexible, and Responsible
- Teamwork & Leadership
- Computer Literate, Web & Tech savvy
- Creative Writing

Experience

Digital Strategy Assistant October – December 2023
Coalition Technologies (Remote Work)

- Acting as a creative liaison between the data strategist and the team
- Ensuring that any project deliverables are complete, current, and stored appropriately
- Attending regular team meetings and keeping up with project objectives and success criteria

Copywriter February – July 2023
Nelly IS Marketing, LLC (Georgia, USA – Remote Work)

- Wrote daily organic marketing postings for multiple Facebook pages
- Wrote e-mails to existing clients & welcome packets for new clients

Data Analyst July – November 2022
Willis Towers Watson (Bonifacio Global City, Taguig)

- Extracted, analyzed, and manipulated data for the Human Resources data pool
- Prepared data using Microsoft Excel to be uploaded to the cloud

Virtual Assistant Agent May 2022 – August 2022
Tech-Hub Synergy (Cainta, Rizal)

- Appointment-setting and making outbound calls to clients in a B2B environment
- Organized the database of clients and updated their information

Customer Service Representative February 2021 – March 2022
EXL Philippines (Pasay City, Metro Manila)

- Filed insurance claims for employees to get their benefits and coverage
- Assisted employees in managing their health insurance benefits

College Instructor August 2019 – February 2022
AISAT College Dasmariñas (Dasmariñas, Cavite)

- Facilitated learning and engaged with the students through physical gatherings and video conferences during the pandemic
- Motivated critical thinking process and inspire them to be an asset in the community

Dialer Collector I April 2016 – October 2016
JPMorgan Chase & Co. (Bonifacio Global City, Taguig)

- Supported customers in keeping their credit scores and mortgage
- Collaborated with customers in solving their financial setbacks

Jr. Specialist July – December 2015
iQor Philippines (Dasmariñas City, Cavite)

- Managed the credit score of customers by collecting their monthly payments
- Assisted customers in making payments for their credit card

Education

Brigham Young University – Pathway Connect Program September 2021 – July 2022
Brigham Young University

- Virtual learning that allows students to collaborate to create a business proposal and develop financial, time-management, and communication skills with certification in business applications
- Studied Business Analytics through Microsoft Excel

Bachelor of Arts in Social Sciences (Economics and Political Science) June 2010 - May 2015
University of the Philippines Baguio

- Developed thorough scholarly research projects based on relevant facts
- Spearheaded Politically Inclined student organizations in carrying out day-to-day plans
- Fostered a culture of excellence in organizational, time-management, and social skills

Leadership & Activities

Institute of Religion Student Council President 2022 – Present
The Church of Jesus Christ of Latter-day Saints
(Dasmariñas Philippines Stake Institute, Church Educational System)

- Manage the day-to-day activities of the Institute Program, including budget and schedule of classes
- Organize a Student Council to represent the study body
- Delegate tasks per committee according to the needs of the Institute Program
- Assist the Regional Coordinator in planning, training, and administering activities
- Prepare and oversee weekly, monthly, and quarterly engagement events

For the Strength of Youth Assistant Coordinator February – August 2022
The Church of Jesus Christ of Latter-day Saints
(For the Strength of Youth Cavite Conference: Dasmariñas & San Gabriel Stakes)

- Planned for a 5-day conference for youth ages 14-18 years old
- Assisted and participated in weekly training activities
- Organized a variety show for the youth to showcase their talents

Young Single Adult Chairman 2019
The Church of Jesus Christ of Latter-day Saints
(Multi-Stake Young Single Adults Conference: Dasmariñas & Parañaque Stakes)

- Planned for a 2-day conference with young single adults ages 18-30 years old
- Prepared the activities, budgeting, and committee delegation
- Spearheaded the whole event and coordinated with other leaders

Full-time Missionary & Sister Training Leader March 2017 – November 2018
The Church of Jesus Christ of Latter-day Saints (Philippines Cauayan Mission)

- Invited people to practice a soulful lifestyle by keeping covenants
- Inspired missionaries to exercise faithful obedience and responsible accountability
- Assisted the Mission President and Wife in facilitating purposeful training to improve the quality of teaching and ministering

Politically Inclined Students Chairperson June 2013 – 2014
University of the Philippines Baguio

- Led and managed organizational projects to support existing advocacies
- Engaged students in meaningful political activities