



# Justine Munar

## PROFILE

With my 2 years experience as a personal assistant I harness the qualities you are looking. Im skilled in problem-solving, leadership and communication. Proficient in editing and graphics design. Excited to grow my skills in your esteemed company.

## CONTACT



+639633328440



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124 Makukuli St. Inmalog Norte, San Fabian, Pangasinan

## EDUCATION

### Bachelor of Science in Computer Science (2020 - 2024)

*Don Mariano Marcos Memorial State University - South La Union Campus*

## WORK EXPERIENCE

### Personal Assistant

*Private Individual (2022 - 2024)*

- Edited and produced videos for personal projects
- Designed graphics and promotional materials
- Managed financial transactions
- Assisted with various administrative tasks
- Developed and executed social media marketing strategies

## SKILLS

- Communication
- Problem-Solving
- Time management
- Leadership
- Adaptability
- Graphics Designing
- Video Editing
- Web Development
- Programming Languages
- Software Proficiency