

ABOUT
ME

I have a keen attention to detail and can produce high quality outputs before the given deadline and within the given timeline and am proactive in asking if there is any need in any kinds of improvements or feedback for my performance and tasks. I'm also willing to learn or to navigate on any types of websites or applications that may be needed for my job. I have clearly defined goals, have good work ethic, resolute conflicts immediately, am reliable, and have integrity in my profession.

WORK EXPERIENCE

Accounting & Social Media
Handler (2017 - 2019)

KALA

- handle accounting documents (official receipt, cash voucher, cash memo, pay in slip, invoice, check, debit note, credit note, etc.)
- handle / manage social media accounts (Instagram, Facebook, content creation, digital marketing, posting contents, engaging with potential consumers, etc.)
- other ad hoc tasks

Human Resource Intern
/ On The Job Training /
Content Creator (April
2022 - May 2022)

Primer Group of Companies

- produce digital learning materials in both the slide and in the learning video format of the several defined 101 topics with the use of the digital online tools such as Canva and/or the alike
- task / data entry (Google Sheets, etc.)
- assist in recruitments
- content creation
- appointment setting (Google Calendar, etc.)
- other ad hoc tasks

Sales Associate
(2020 - 2022)
(2024 - Present)

Macrylic Trading

- online selling of wholesale supplies of high-quality acrylic sheets and its fabricated customized products
- email & social media digital marketing & management
- appointment setting
- content creation
- virtual assistance
- customer service
- graphic design (digital logos, brochures, infographics, etc.)
- other ad hoc tasks

EDUCATION

2017 - 2019 De La Salle University

Exemplary Conduct Award **Accountancy, Business & Management (Senior High School)**

Certificate of Attendance - "Write and Cite: Managing Your Resources Using Mendeley" (IamInfoSMART2018)

2019-2023 De La Salle University

Honorable Mention Award (3.224/4 GPA)

Bachelor of Arts in Behavioral Sciences Major in Organizational and Social Systems Development

LANGUAGE

Fluent:

English (C2)

Tagalog / Filipino

Basic - Conversational:

Chinese (Mandarin & Hokkien)

Korean (First Step Korean Course Certificate)

SKILLS

- Graphic Design (Plans, Manuals, Etc.)
- Project Management, Decision-Making
- Creative, Resourceful, Goal Setting
- Problem Solving, Writing
- Multitasking, Organized
- Time & Schedule Management
- Web Navigation, Product Development
- Email & File Management
- Microsoft (Teams, Office Suite, Etc.)
- Social Media (Instagram, Facebook, X, Etc.)
- Google (Docs, Slides, Calendar, Etc.)
- Canva, Wix, Capcut, Lightroom, VSCO
- Audio Recording & Basic Video Editing
- Researcher, Writer, Editor, Photo Editor, Copywriting, Content Creator & Management
- can work independently without further or time to time supervision, potential for growth
- Virtual Assistance
- Customer Service & Engagement
- Organized, Punctual, Dependable & Open-Minded
- Adaptable, Cooperative, Flexible & Patient
- Strategic Planning & Innovation
- Budget Management, Travel Booking
- Good & Active Listener & Observer, Good Teammate & Effective Communicator
- Uploading on Online Platforms
- Willing To Learn



This is to certify that



Jiese Sheri Lou Pua

has successfully completed the SmallTalk English
Speaking Level Test and has earned the English level

C2
Proficient

<https://app.smalltalk2.me/cert/e773f3ba>

14 May 2025



YONSEI
UNIVERSITY

Jun 2, 2025

Jiese Sheri Lou Co Pua

has successfully completed

First Step Korean

an online non-credit course authorized by Yonsei University and offered through
Coursera

Seung Hae Kang
Associate Professor
Korean Language Education as a Foreign Language

**COURSE
CERTIFICATE**



Verify at:
<https://coursera.org/verify/ROHKCTZPFRF3>
Coursera has confirmed the identity of this individual and
their participation in the course.

JL Home Sale

CERTIFICATE OF COMPLETION

This certificate is awarded to:

Jiese Sheri Lou Co Pua

Who has successfully completed the course:

Transactions Manager Workflow

Issued: 08.27.2025

Powered by  Edusphere



CERTIFICATE



THIS CERTIFIES THAT

JIESE SHERI LOU CO PUA

[View email address](#)

HAS PASSED THE FOLLOWING PUBLIC TEST ON AUG 27, 2026:

ATTENTION TO DETAIL

RANKING IN THE TOP 25%

TestDome is an online skills tests platform that uses work-sample testing methodology to screen knowledge workers. Candidates are evaluated through small samples of actual work that show how they solve problems in the real world.



Jiese Sheri Lou ...

ATTENTION TO DETAIL

TESTDOME
CERTIFICATE



Certification ID: www.testdome.com/certificates/b3f24c06c0054338a11970ff3f0ebc

GREAT JOB!

CERTIFICATE OF ACHIEVEMENT



Awarded to

Jiese Pua

For completion of the

3 Minute Typing Test

Typing speed

52 WPM

Accuracy

97%

Completed on

August 27, 2026

Verify score at:

<https://www.typing.com/student/verify#418130724-165894230>



- ✓ Test Info
- ✓ Personal Info
- ✓ Practice
- ✓ Actual Test
- 5 Results



Test Complete

Congratulations! You passed the test.

Minimum required: 40 WPM and 80% accuracy

You may retry to improve your score while attempts remain.

Gross WPM

60

Net WPM

60

Accuracy

100%

Keystrokes

327

Your results have been recorded. You may retry to improve your score.

EMAIL USED

jiese113Opua@gmail.com

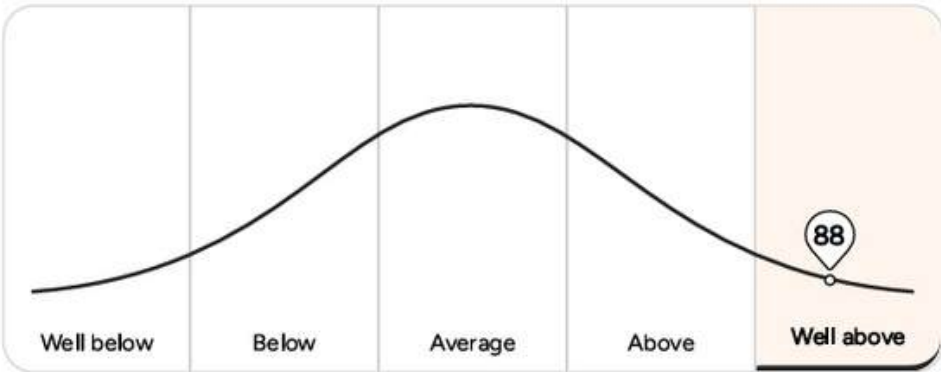
↺ Retry (1 attempt left)

Jiese Sheri Lou Pua

jiese1130pua@gmail.com

Status	Percentile	Raw score
Completed: Jan 16, 2025	88 th	72%

You scored higher than 88% of all TestGorilla candidates.



This PDF provides a comprehensive overview of your test results. It gives you a detailed insight into your scores, helping you to identify your key skills and strengths.

In addition to your overall average score, you'll receive a full breakdown of your assessment, including how long you spent completing the tests, what scores you achieved, and how you performed in different areas of each test.



Your EF SET Result



You have successfully completed the **EF SET**, achieving an overall level of **C2 PROFICIENT** according to the Common European Framework of Reference, also known as the [CEFR](#).

C2 PROFICIENT

You can read virtually any kind of text (factual, literary, technical) and accurately recognize and categorize style and tone. You can understand complex technical writing on unfamiliar subjects on a wide range of topics.

- Can read with ease virtually all forms of written language, including abstract, structurally or linguistically complex texts such as manuals, specialized articles and literary works
- Can understand a wide range of long and complex texts, appreciating subtle distinctions of style, and implicit meaning
- Can understand in detail complex texts likely to be encountered in social, professional or academic life, identifying finer points of detail including attitudes and implied opinions

LISTENING - 72/100

C2 PROFICIENT

You are comfortable in all situations, live or broadcast, that require full comprehension; you are almost never confused or searching for the meaning of words and phrases. You understand nuances of expression and tone, humor and emphasis in all live theatrical presentations, films or broadcast presentations.

- Can understand with ease any kind of spoken language, live or broadcast, even when delivered at fast native speed, provided with time to get familiar with any regional or other accent
- Can understand lectures and presentations with a high degree of colloquialism, regional usage and unfamiliar terminology
- Can follow complex interactions in group discussions and debates, even on abstract, complex and unfamiliar topics

You have completed the English Level Test

Congratulations! Your level is C2 (advanced/mastery)

C2

This is approximately equivalent to CPE, an IELTS band score of 9 or 120 at TOEFL iBT

Time taken: 4 minutes, 10 seconds