



# JULEO VINCENT RAFOLS

## GRAPHIC DESIGNER

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### CONTACT

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☎ +63 977 091 2250

✉ [jvyrafols@gmail.com](mailto:jvyrafols@gmail.com)

📍 Laguindingan, Misamis Oriental, Philippines

🌐 <https://jvyrafols.midevech.com/>

### EDUCATION

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2015 - 2022

UNIVERSITY OF CEBU - MAIN

- Bachelor in Science of Computer Engineering

### SKILLS

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- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Video Production / Video Editor
- Digital Marketing
- Website Development
- Social Media Strategy
- Photography & Editing

### LANGUAGES

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- English (well-spoken)
- Filipino
- Cebuano

### PROFILE

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Highly skilled and creative video editor and photo editor with over 5 years of experience in producing engaging and impactful video content for various platforms. Proficient in editing software such as Adobe Premiere Pro and After Effects. Seeking a challenging position where I can utilize my expertise to contribute to the success of a dynamic team.

### WORK EXPERIENCE

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● **Freelance** 2017 - PRESENT

Video Editor & Photo Editor

- Edited and produced engaging video content for multiple clients, resulting in a 20% increase in viewer engagement and a 15% growth in social media followers.
- Collaborated with creative team to brainstorm and develop innovative video concepts, leading to a 30% increase in client satisfaction ratings.
- Managed post-production process, including color correction, sound design, and visual effects, to deliver high-quality videos on-time and within budget.
- Utilized Photoshop, Adobe Premiere Pro and After Effects to create visually stunning and compelling video/ photos montages for promotional campaigns, events, and social media platforms.

● **Civil Aviation Authority of the Philippines** 2022- Present

HR Administrative Assistant

- Organized company-wide events to foster a positive work culture and enhance employee engagement.
- Documented human resources records and maintained confidentiality of sensitive personal information.
- Assisted with creating employee handbooks and manuals.
- Ensured accuracy of personnel records by meticulously maintaining confidential files and databases.
- Coordinated employee relocation processes.
- Helped employees register for benefits programs using online portals.
- Updated and maintained employee attendance records.
- Maintained office supplies, distributed mail and processed invoices for payment.
- Managed benefits administration, ensuring accurate enrollment and providing helpful resources for employees.

### REFERENCE

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**Ross Madula**

Web Developer

Phone: +63916 378 6932

Email: [madulaross@gmail.com](mailto:madulaross@gmail.com)

**Philf Jan Buenavista**

Data Annotator | Professional Video Editor

Phone: +63966 321 0140

Email: [buenavistaphilfjan@gmail.com](mailto:buenavistaphilfjan@gmail.com)



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### EDUCATION

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2015 - 2022

UNIVERSITY OF CEBU - MAIN

- Bachelor in Science of Computer Engineering

### SKILLS

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- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Video Editor/ Videographer
- Database Specialist
- Database Engineer/Database Analyst
- Website Development
- Social Media Strategy
- Photography & Editing

### LANGUAGES

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- English (well-spoken)
- Filipino
- Cebuano

### PROFILE

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Provided basic HR support as well as records management, which included handling benefits and payroll. prepared a FAQ and standard operating procedure documents to be posted on the official HR online platform for access by all 300 workers. maintained personnel files at HR ATS systems and helped with HR activities, such as hiring and onboarding.

### WORK EXPERIENCE

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- **Civil Aviation Authority of the Philippines** 2023 - Present  
Database Specialist | Database Engineer
  - Skilled at working independently and collaboratively in a team environment.
  - Self-motivated, with a strong sense of personal responsibility.
  - Strengthened communication skills through regular interactions with others.
  - Implemented business intelligence solutions to increase operational efficiency.
  - Developed and implemented data governance policies and procedures.
  - Analyzed data to identify root causes of problems and recommend corrective actions.
- **Civil Aviation Authority of the Philippines** 2022- Present  
HR Administrative Assistant | Data Encoder
  - Organized company-wide events to foster a positive work culture and enhance employee engagement.
  - Documented human resources records and maintained confidentiality of sensitive personal information.
  - Assisted with creating employee handbooks and manuals.
  - Ensured accuracy of personnel records by meticulously maintaining confidential files and databases.
  - Coordinated employee relocation processes.
  - Helped employees register for benefits programs using online portals.
  - Updated and maintained employee attendance records.
  - Maintained office supplies, distributed mail and processed invoices for payment.
  - Managed benefits administration, ensuring accurate enrollment and providing helpful resources for employees.

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