



# Gean Juneau Sacop

Dedicated and versatile professional seeking opportunities in any kind of work. Leveraging a strong background in business and client relations, along with a Bachelor's degree in Political Science, to contribute effectively to diverse work environments.

## CONTACT

☎ +971556803900

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

📍 Hamdan Bin Mohammed  
Street, Abu Dhabi

## EDUCATION

### Bachelor of Arts in Political Science

**Pamantasan ng Lungsod ng San Pablo, San Pablo, Laguna**

July 2018 - July 2022

## SKILLS

Microsoft Word

Management

Customer Service

Project Management

Computer Skills

Time Management

problem-solving

## WORK EXPERIENCE

### BUSINESS AND CLIENT RELATIONS ASSOCIATE

**PJ LHUILLER GROUP OF COMPANIES, ALAMINOS, LAGUNA**

August 2022 - August 2023

- Managed client inquiries, resolving issues, and maintaining positive relationships.
- Coordinated with cross-functional teams to ensure smooth business operations.
- Assisted in the development of client-focused marketing strategies.

### INTERNSHIP

### ALAMINOS MUNICIPAL OFFICE, ALAMINOS, LAGUNA

May 2022 - July 2022

- Gained practical experience in municipal office operations.
- Assisted in administrative tasks, document management, and customer service.
- Collaborated with colleagues on community outreach initiatives.

## Achievements:

- Civil Service Professional Level 2023 - National Police Commission (NAPOLCOM) PNPE 2023.
- Political Science Society Ex-Officio - Academic year 2019-2020.
- Certificate of Recognition as a Dean's Lister - Academic year 2021-2022.
- Certificate of Recognition of Special Citation Award.
- Certificate of Completion of a 400-hour internship at Alaminos Municipal Police Station.
- Certificate of Participation in Tale and Takes by the Youth.
- Certificate of Successful Learning in the 4 Disciplines of Execution.
- Certificate of Successful Learning in Completed Staff Work: What Managers Really Want from Their Employees.

## REFERENCES

**Available upon request.**