

Portfolio

Christine Pajo
(Intern)

Terraland Europe
(Company)

27 May – 21 August 2024

christinepajo8@gmail.com

<https://www.linkedin.com/in/christine-pajo-17910a222>

Table of Contents

Introduction.....	2
Internship Experience.....	3
Skills and Competencies.....	5
Achievements and Contributions.....	8
Work Samples.....	9
Reflection.....	21

Introduction

I'm Christine Pajo, 22 years old, Currently, I am pursuing my degree in Information Technology at Panpacific University – Tayug Campus, where I continue to enhance my skills and knowledge. I am eager to gain hands-on experience in the field of Business Intelligence and CRM through a student internship at Terraland Europe. My internship at Terraland Europe provided me with valuable experience in the fields of Business Intelligence and Customer Relationship Management (CRM), where I was able to apply my academic knowledge to real-world business challenges.

My internship at Terraland Europe has been a thrilling and transformative experience, serving as a significant steppingstone in my journey as a BSIT student. Focused on Business Intelligence and CRM, I had the opportunity to engage in diverse tasks that expanded my technical skills and deepened my understanding of how data management supports business operations.

The internship involved creating data spreadsheets, setting up e-commerce platforms, and managing CRM systems. The role involved orientation, signing documents, and contributing to a Lazada store. The internship provided hands-on experience with tools like Notion, LinkedIn, and HubSpot, allowing for real-time project applications.

My experience at Terraland Europe not only enhanced my technical capabilities but also gave me a broader perspective on how business intelligence and CRM are integral to successful business intelligence. The goals I set at the beginning of the internship were met with a sense of accomplishment, as I contributed to meaningful projects and learned valuable lessons that will guide my future career.

To gather and analyze business data to aid in strategic decision-making. To improve the efficiency and accuracy of Terraland Europe's CRM system. To apply IT skills in a real-world business context. Successfully manage and maintain business intelligence data. Optimize and update the CRM database to ensure accurate and organized information. Develop a comprehensive understanding of business intelligence tools and CRM systems.

Internship Experience

My internship at Terraland Europe, I served as a Business Intelligence and CRM Intern. My role involved a wide range of responsibilities, including data management, research, CRM optimization, and project management. I was deeply involved in both the operational and strategic aspects of the company's business intelligence and CRM initiatives. Key responsibilities and tasks

Orientation and Compliance: I began my internship by attending an orientation session to familiarize myself with the company's operations. I also reviewed and signed important documents, such as the GDPR and Non-Disclosure Agreement (NDA).

Data Management: One of my primary responsibilities was to create and manage detailed data spreadsheets. I gathered and organized data from various sources, including business intelligence spreadsheets and CRM systems. I also handled the revision and finalization of these data sets for submission and integration into the company's systems.

E-commerce Management: I was tasked with setting up a Lazada store for the Seller Center, which involved configuring the platform and ensuring it met the company's e-commerce requirements.

Research and Development: I conducted research on productivity tools like Monday.com and was responsible for exploring the potential of new platforms such as Dropify. This research was essential for optimizing the company's operational efficiency.

CRM Optimization: A significant part of my role involved working with CRM systems, specifically HubSpot. I was responsible for cleaning up and revising CRM data, importing data into HubSpot, and ensuring that the information was accurate and up to date. I also worked on optimizing HubSpot forms and ensuring they met the company's data collection and analysis needs.

Project Management: I took part in various projects, including organizing company events and creating content for the company's LinkedIn page. I also managed tasks related to internship communications, including creating a CRM with intern contact information and organizing events like the Christmas party.

Team Collaboration: Throughout my internship, I regularly attended daily meetings, collaborated with team members on various tasks, and participated in group activities that fostered team bonding.

Major projects and assignments

Data Spreadsheet Creation and E-commerce Setup: I created a detailed data spreadsheet for Terraland Europe and finalized it for submission. Additionally, I was assigned the task of setting up a Lazada store for the Seller Center, marking my initial foray into e-commerce management.

Lazada Store Revision and Dropify Research: After revising the Lazada store setup, I conducted a research assignment on Dropify, a platform for product sourcing and distribution. Despite being hospitalized during this period, I continued to attend meetings remotely and contributed to the project.

Monday.com Research and Notion Implementation: I researched Monday.com as a productivity tool and attended a Notion tutorial with other interns. I was also given the responsibility of administering tasks on Notion, further enhancing my project management skills.

CRM Data Management and HubSpot Integration: My role expanded to include managing and importing client data into HubSpot CRM contacts. I revised data spreadsheets, ensuring accuracy and proper formatting before importation. I also assisted in cleaning up CRM data for Filipino Thrive and updating data from the PH Embassy.

Master list Kutitap and CRM Data Revision: I led the revision of CRM data, transferring information from shared Excel sheets to a new Master list for the Kutitap CRM sheet. I also created a CRM for intern students and managed their contact information for event invitations, such as the Christmas party.

HubSpot Optimization and Form Management: My focus shifted to optimizing HubSpot forms and managing contact data to enhance the effectiveness of the company's CRM system. I revised and tested forms for events like Weekend Palooza and Izar connect, ensuring they met company standards for data collection and management.

Skills and Competencies

During my internship at Terraland Europe, I developed numerous valuable skills and competencies. I improved my technical skills in data management, particularly in spreadsheet creation and maintenance, CRM system management, and e-commerce platforms. I became proficient in using HubSpot for data import and CRM management, optimizing forms and data structures. I also refined my research and productivity skills by exploring platforms like Monday.com and Dropify. I strengthened my project management skills by organizing and executing tasks effectively and demonstrated adaptability by managing responsibilities even during personal challenges. Communication and teamwork were key areas of growth, with daily meetings and collaborative tasks helping me improve these skills. I also developed research skills by exploring new tools and platforms and strengthened my communication and collaboration abilities through daily meetings and team activities. I demonstrated adaptability and resilience by effectively managing responsibilities despite personal challenges.

Examples of how you applied these skills

I applied and developed several essential skills, each contributing to my overall growth and effectiveness in my role

Data Management and Analysis:

I created a detailed data spreadsheet for Terraland Europe, which involved organizing and formatting data to meet submission requirements.

Assisted in gathering and cleaning up client company data for HubSpot CRM, ensuring data accuracy and consistency.

Developed a detailed spreadsheet from an old CRM list, organizing and revising data to improve its quality and usability.

CRM and Data Integration:

Imported BIGO ID, Kumu ID, and ML ID into the Master List with Kutitap CRM sheet and conducted a thorough analysis of the imported data.

Edited HubSpot forms to enhance feedback collection and engagement, addressing data overwriting issues and optimizing forms for better performance.

Productivity and Project Management Tools:

Conducted research on Monday.com and attended a Notion tutorial, which helped in managing tasks and improving organizational skills.

Created and managed a Notion account, tracking tasks and ensuring clarity in project objectives.

E-commerce and Digital Marketing:

Took on the task of setting up a Lazada store for Seller Center, learning about e-commerce platforms and their operational requirements.

Created a cover photo for Terraland Europe's LinkedIn page and developed HubSpot forms for the Palooza event, showcasing digital marketing and design skills.

Communication and Coordination:

Actively participated in daily meetings and organized the food committee for a company outing, demonstrating effective communication and coordination.

Attended daily meetings and revised HubSpot forms, coordinating with the team to ensure all forms were completed and updated correctly.

Event Planning and Coordination:

Participated in organizing the Splish, Splash, and Sizzle Get Together event, handling budget and logistics.

Managed the email marketing campaign for a Christmas party, including designing and sending invitations through HubSpot.

Adaptability and Problem-Solving:

Despite being in the hospital, I attended meetings remotely and managed a research assignment on Dropify, demonstrating adaptability in challenging situations.

Addressed and corrected issues with HubSpot forms, including data mismatches and formatting problems, showcasing problem-solving skills and attention to detail.

Achievements and Contributions

One of my major achievements at Terraland Europe was my significant role in enhancing the company, I made significant contributions that had a substantial impact on our projects and operations. One of my major achievements was actively participating in the data migration and CRM management tasks. I played a key role in gathering and organizing public client company data, which involved transferring it into spreadsheets and subsequently importing it into our HubSpot CRM system. I meticulously cleaned and revised data from various sources, including the Filipino Thrive and Kutitap CRM sheets, ensuring accuracy and consistency.

Additionally, I was responsible for creating detailed spreadsheets to facilitate the transfer of data from old CRM systems to new master lists, enhancing data quality and organization. I successfully integrated new CRM contacts and managed communication campaigns using HubSpot, including a Christmas party invitation campaign that demonstrated the platform's email marketing capabilities.

I also took the initiative to optimize HubSpot forms for better data collection and user experience, addressing issues with form submissions and ensuring that information was accurately captured and matched. My efforts in creating and updating HubSpot forms, as well as handling data revisions and imports, were crucial in improving our CRM processes and overall efficiency.

These accomplishments not only showcased my ability to handle complex data management tasks but also contributed to the smoother operation of our CRM systems and enhanced our company's data-driven decision-making processes.

Quantifiable results

Event Coordination: Organized and executed a Christmas Party campaign via HubSpot, inviting 20 intern students and enhancing engagement with the company.

Form Optimization: Improved HubSpot forms for Weekend Palooza and Izarconnect Internship, optimizing data collection by ensuring accuracy and completeness of information.

Reporting: Compiled and delivered detailed reports on internship data across three firms, providing clear and actionable insights to management.

Work Samples

Thrive Clients Data Spreadsheet for Terraland Europe

Context: During my internship at Terraland Europe, one of the key tasks I was assigned was to create a comprehensive data spreadsheet for Thrive clients. Created a detailed data spreadsheet that involved collating and organizing essential business intelligence. This spreadsheet was crucial for Terraland Europe as it provided a structured overview of data, which was necessary for internal reporting and decision-making. The spreadsheet supported the team in tracking and analyzing key metrics effectively.

Explanation: The spreadsheet I created provided comprehensive client data, Filipino Thrive the company's data processes for strategic planning and operational efficiency.

Company	Leading Employees of the Company	Description of the Company	Email
Transfer Go Limited	Daumantas Dvilinskas	TransferGo is a digital money service that aims to improve the lives of hard-working people through simpler, better financial services. It began with developing fast and cheap international money transfers, and is now spreading out its offering to remove barriers for customers, especially migrants, who need financial services.	hello@transfergo.com
Isipan Limited	Chanell Pedrosa	Pinoy Therapy's mission is to be able to reach out and provide Mental Health support to Filipinos around the world. With the dominance of the digital world and the onset of online therapy, hopefully, this will be made possible.	contact@pinoytherapy.com
Brylee care agency	Paul Zuzon	Brylee Care is a recruitment agency that specialise in providing staffing solutions to clients in both thprivate and public sectors across the UK. We delive prompt, efficient and flexible employment solutions to resolving clients their urgent staffing needs	paul@bryleecarestaffing.co.uk
Supreme Financial Solutions Limited	Daniel Hasal	I'm here to provide you with personalized professional advice tailored to your specific needs. My goal is to assist you in obtaining the right level of protection coverage by presenting detailed information on the benefits and advantages of various insurance products.	hasaldaniel@gmail.com
Pacific Jewels	Janice Besmanos	Pacific Jewels is a UK-based company registered and owned by a Filipina, situated in Dorset, England. Founded by the owner, driven by a fervent passion for a personal jewelry collection that has evolved over time. The collection humbly started small from	admin@pacific-jewels.co.uk

Business Intelligence Spreadsheet

Context: Added details of 100 companies to a business intelligence spreadsheet, finishing with a total of 105 entries. This work was important for the company's business intelligence efforts, helping to consolidate information about potential and existing business partners.

Company ID	Company Name	Director	Vision/Message	Contact Info
104	Turo Turo Ltd	Director - Rex De Guzman	Filipino Food, straight to the point. Our Vision is for Filipino cuisine to be explored and enjoyed across the UK and beyond.	hello@turoturo.co.uk [07946 077795]
105	Jhermination Events Ltd	Director - Jhermany Esperanza	Welcome to our official website and let's learn all together from our featured guests in our live chat show sharing their expertise in health, arts and business with entertainment value.	info@jhermination.com [07825 509 624]

Notion Account Creation and Administration

Context: The creation of the Notion account was a pivotal task during your internship at Terraland Europe. This platform was set up to manage and document your weekly tasks, activities, and progress, providing a centralized and organized space for both personal tracking and team coordination. The Notion account served as your digital diary, where you logged your accomplishments, tracked your ongoing projects, and set goals for the upcoming weeks.

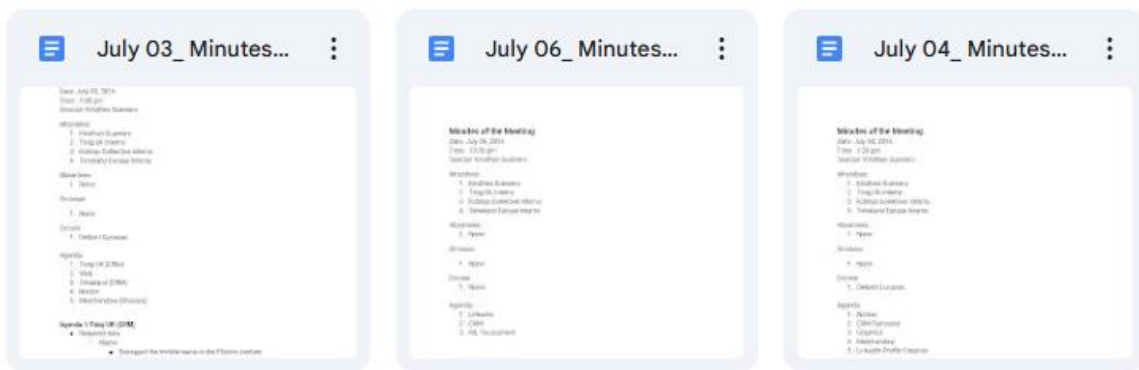
Explanation: Regularly updating your Notion account enhances productivity and transparency by allowing easy monitoring, adjustments, and communication among members company, reducing miscommunication and aligning tasks with company objectives.

The screenshot displays a Notion workspace titled 'Weekly Diary'. The interface includes a left sidebar with navigation options like 'Search', 'Notion AI', 'Home', 'Inbox', 'Settings & members', 'Private', 'Getting Started', 'Teamspaces', 'Wiki', 'Meetings', 'Docs', 'Calendar', 'Templates', 'Trash', and 'Upgrade plan'. The main content area shows a table with columns for 'Aa', 'Status', 'Assignee', 'Due', 'Priority', and 'Summary'. The table is organized into two sections: 'Week 1' and 'Week 2'. Week 1 contains five tasks, all marked as 'Done' with a green circle, assigned to 'Christine Pajo', with due dates from May 27 to May 31, 2024, and a 'High' priority. Week 2 contains four tasks: 'Find details or add 100 Compa' (Done, High priority, due June 4-5, 2024), 'Finished the 105 Business Intel' (Done, High priority, due June 6, 2024), 'I have assigned for new task wi' (Archived, Low priority, due June 7, 2024), and 'Attend Daily Gmeet meetings' (Not started, High priority, due June 8, 2024). The table also shows completion progress: 'COMPLETE 5/5' for Week 1 and 'COMPLETE 3/4' for Week 2. The bottom of the screen shows a Windows taskbar with a search bar, system tray, and a weather widget indicating 28°C and 'Mostly cloudy'.

Aa	Status	Assignee	Due	Priority	Summary
Attend Orientation of the Terra	Done	Christine Pajo	May 27, 2024	High	
Attend GDPR and Non-Disclos	Done	Christine Pajo	May 28, 2024	High	
Created a detailed data spread	Done	Christine Pajo	May 29, 2024	High	
Providing information requirec	Done	Christine Pajo	May 30, 2024	High	
Attend daily Gmeet meetings	Done	Christine Pajo	May 31, 2024	High	
+ New					
COMPLETE 5/5					
Aa	Status	Assignee	Due	Priority	Summary
Find details or add 100 Compa	Done	Christine Pajo	June 4, 2024 → June 5, 2024	High	
Finished the 105 Business Intel	Done	Christine Pajo	June 6, 2024	High	
I have assigned for new task wi	Archived	Christine Pajo	June 7, 2024	Low	
Attend Daily Gmeet meetings	Not started	Christine Pajo	June 8, 2024	High	
+ New					
COMPLETE 3/4					

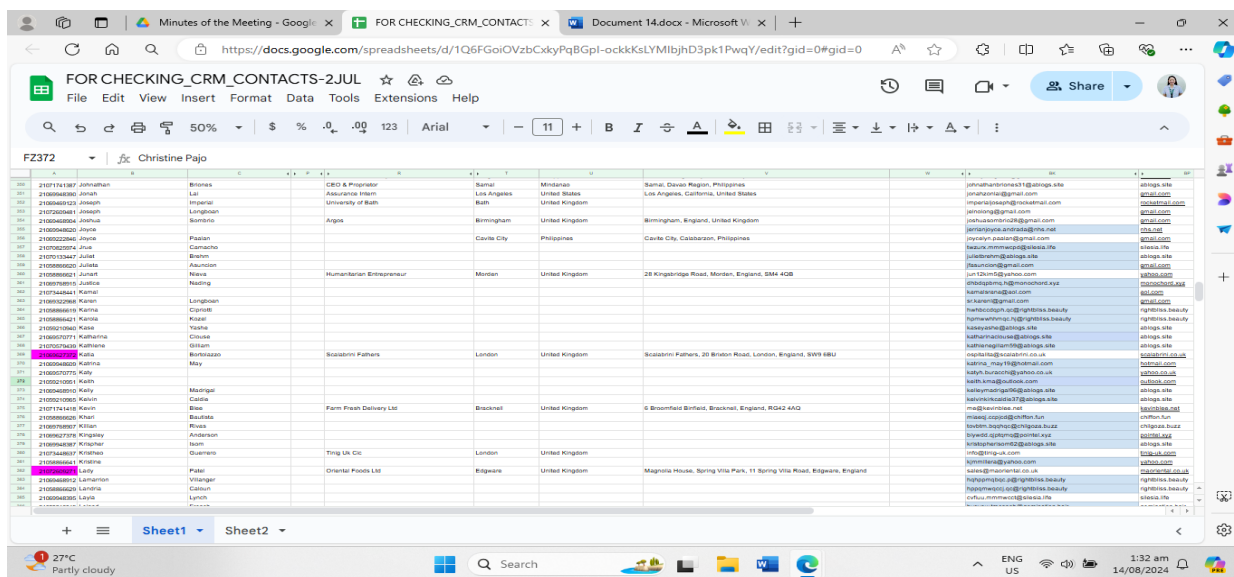
Minutes of the Meeting

Context: Prepared minutes for meetings held on July 3, 4, and 6. Accurate meeting minutes were essential for documenting discussions, decisions, and action items, ensuring that all team members were aligned on project progress.



Hub Spot CRM Data Management

Context: Assisted in gathering and cleaning client company data for import into HubSpot CRM. This task was vital for maintaining an organized and accurate CRM system, which is crucial for effective customer relationship management.



The screenshot shows a Google Sheets spreadsheet with the following data:

Row	Name	Location	Phone	Email	Source	Notes
343	Baguio City, Cordillera Admin Region, Philippines			johnbataro@gmail.com	gmail.com	From MailChimp - Sheet1.csv
347	88391 Purok 5, Trenchera Tayog, Pangasinan		+63-9918-601-884	johnbata.sacuan@pangasinan.gov.ph	gmail.com	From MailChimp - Sheet1.csv
348	Morales, Marikina, Bay			mcoeurgt7@gmail.com	gmail.com	From MailChimp - Sheet1.csv
349	Mt. Arhur High Way, Untadeta city		+63-9917-190-747	cauphngvra@gmail.com	gmail.com	From MailChimp - Sheet1.csv
350	Samal, Davao Region, Philippines			johnbatarosam1@gmail.com	ablogz.site	From MailChimp - Sheet1.csv
351	Los Angeles, California, United States			johnbataro@gmail.com	gmail.com	From MailChimp - Sheet1.csv
352	dom			imparajpaap@rocketmail.com	rocketmail.com	From MailChimp - Sheet1.csv
353	dom			johnbata@gmail.com	gmail.com	From MailChimp - Sheet1.csv
354	Birmingham, England, United Kingdom			johnbataromr@gmail.com	gmail.com	From MailChimp - Sheet1.csv
355	dom			jenalisyva.andrada@msa.net	msa.net	From MailChimp - Sheet1.csv
356	Cavite City, Calabarzon, Philippines			johnbata@gmail.com	gmail.com	From MailChimp - Sheet1.csv
357	dom			heaven.mmm@gmail.com	ablogz.site	From MailChimp - Sheet1.csv
358	dom			juliebrahm@ablogz.site	ablogz.site	From MailChimp - Sheet1.csv
359	28 Kingsbridge Road, Morlan, England, SM4 4QB			johnbata@gmail.com	gmail.com	From MailChimp - Sheet1.csv
360	dom			jeri12@mail@yahoo.com	yahoo.com	From MailChimp - Sheet1.csv
361	dom			ablogzmu.hg@monochord.xyz	monochord.xyz	From MailChimp - Sheet1.csv
362	dom			kamalarah@at.com	at.com	From MailChimp - Sheet1.csv
363	dom			mi.kawan@gmail.com	gmail.com	From MailChimp - Sheet1.csv
364	dom			rightisbeauty@gmail.com	rightisbeauty	From MailChimp - Sheet1.csv
365	dom			rightisbeauty@gmail.com	rightisbeauty	From MailChimp - Sheet1.csv
366	dom			ablogzmu.hg@monochord.xyz	monochord.xyz	From MailChimp - Sheet1.csv
367	dom			katharineglam59@ablogz.site	ablogz.site	From MailChimp - Sheet1.csv
368	dom			oparatang@casademr.co.uk	casademr.co.uk	From MailChimp - Sheet1.csv
369	dom			katrina_may19@rocketmail.com	rocketmail.com	From MailChimp - Sheet1.csv
370	dom			katyn_burasoch@yahoo.co.uk	yahoo.co.uk	From MailChimp - Sheet1.csv
371	dom			katrin_ama@rocketmail.com	rocketmail.com	From MailChimp - Sheet1.csv
372	dom			katynmaria@ablogz.site	ablogz.site	From MailChimp - Sheet1.csv
373	dom			kevinrickard37@ablogz.site	ablogz.site	From MailChimp - Sheet1.csv
374	dom			me@4evolvee.net	4evolvee.net	From MailChimp - Sheet1.csv
375	dom			maedec@ccg@chris.fun	chris.fun	From MailChimp - Sheet1.csv
376	dom			lovelin_bashop@chigoza.buzz	chigoza.buzz	From MailChimp - Sheet1.csv
377	dom			bywedi@qipme@pointe.xyz	pointe.xyz	From MailChimp - Sheet1.csv
378	dom			krishabharan@ablogz.site	ablogz.site	From MailChimp - Sheet1.csv
379	dom			info@pauk.com	pauk.com	From MailChimp - Sheet1.csv
380	dom			ajmmiller@yahoo.com	yahoo.com	From MailChimp - Sheet1.csv
381	dom			www.thefirstcenter.co.uk	thefirstcenter.co.uk	From MailChimp - Sheet1.csv

Data Cleanup and Revision

Context: Revised data formats and fixed errors in the Filipino thrive CRM sheet. Ensuring data accuracy and consistency was important for reliable CRM reporting and analysis.

ID	Company Name	Description	Address	City	Post Code
3887467	Lalung Pinyo		10 Kenway Rd, London	City of London	E9 5JL
14891970	Pisape @ 100 Heaton		105-102 Heaton St, London	City of London	N1 6EG
8766119	Aiding Yaku's Kitchen		Unit 58, Broadway Market, Tooting High St, London	City of London	SW17 0RU
1200016	Playritz		Units 1-28, Hackney Bridge Echo Building, 8 Bay Ln	City of London	E15 2JU
12207702	Filipino Oriental Mart		8 North St, Romford	Romford	RM1 1BH
13984542	App Restaurant		148 Falson Rd, London	City of London	SW11 2UW
239996	PinoyMart		175 Burnt Oak Broadway, Burnt Oak, Edgware	Edgware	H8 5EH
1532291	Panada's Kitchen		189 Edgware Rd, Yiewsley	City of London	WD1 1ET
82395286	Marienda Lari	Filipino sweet treats, baklava & cakes	Ladbroke Grove	London	W10 6LW
12138876	Turo Turo	Turo Turo is a Filipino BBQ and grill restaurant serving Filipino food that is simple, bold, accessible and thoughtfully innovative.	The Queens Head Hoborn		
15443763	Mama's Kubo		130 Peckham Hill St, London	City of London	SE15 5JT
9724754	Alum Resources	Alum Resources Limited is a recruitment consultancy and training provider specializing in sourcing.	Unit 56, Palace Court, 250 Finchley Rd, London	City of London	NW3 6DN
13685903	Pinhal		3 The Village, London	City of London	SE7 8JG
	Avistand	Our mission is not only to elevate land, but to enrich the lives of more Filipinos. We build developments that satisfy your residential, recreational, and commercial needs, stretching our impact from individuals and households to communities and society. We are specialists in bespoke wedding & ceremony packages that can be customised to fit any budget. Our area of expertise is delivering custom stage sets and venue decor for a range of events, including birthday parties, business gatherings, weddings, and other special occasions.	34 Oaklands Avenue, London	London	N9 7LH
	Gina's Party & Events				
14523724	JPS FILIPINO AND ORIENTAL FOODS		Broadway Market, Tooting High St, London	City of London	SW17 0RU
7950781	Sapi-Sapi Filipino Food		797 Dumballs Rd, Luton	City of London	L14 04L
14621278	LT Express	A balikbayan boat cargo forwarding service based in South of England.		Southampton	8 Sultan Mans, Sultan Lane, Hounslow
13812876	Rhainj Pinoy Mart Filipino & DMUC Remittance		81 High St, London	City of London	NW10 4NT
10806568	MelbaCares			Derby	DE23 6RH
4764290	EST378E AGENT			Heptonstall	85 Great Portland Street, London
11488981	KAG		2 Resolution Way, London	City of London	SE8 4NT
6770366	GB Filipino Foods		1 Kenway Rd, London	City of London	SW5 0RP
13541734	Filipino Staff		Sulake 10-11, 1 Oaklens Green Road	City of London	NW11 8DY
13780385	KUSINA FILIPINA WORKING		Church St E, Woking	City of London	GU21 8JU

Kutitap CRM Data Transfer

Context: Transferred data from old CRM systems to a new Masterlist for Kutitap CRM. This detailed work was important for consolidating and organizing data, making it easier to manage and analyze customer information.

	A	B	C	D	E	F	G	H	I	J	K	L
	NAME	Middle Name	Last Name	EMAIL ADDRESS 1	EMAIL ADDRESS 2	EMAIL ADDRESS 3	Mobile No 1	Mobile No 2	Mobile No 3	Gcash 1	Gcash 2	City
1	Amo		Rumi	amochubien12@gmail.com	amochubien12@gmail.com		0927189105			0927189105		
2	Richmond		Almas	almarichmondmaravilla@gmail.com	almarichmondmaravilla@gmail.com		0918594434			0918594434		
3	Marco Andrew		Larrosa	marco_almarosa@gmail.com	marco_almarosa@gmail.com		0995778979					
4	Orinlan		Lopez	orinlanlopez3@gmail.com	orinlanlopez3@gmail.com		0949514059			0949514059		
5	Russel			esgrabusines@gmail.com	esgrabusines@gmail.com		0956792344			0955002414		
6	Jaid		Masbac	jaidmasbac@gmail.com	jaidmasbac@gmail.com		0965002414			0965002414		
7	Sam		Verasa	mparasas40@gmail.com	mparasas40@gmail.com		0956502076					
8	Rymil		Vidon	rymil@gmail.com	rymil@gmail.com		0961787436			0961787436		
9	Gari		Sacar	sacar.pagtangan@gmail.com	sacar.pagtangan@gmail.com							Manila
10	Thomas Clarence		Dublo	thomasclarencedublo@gmail.com	thomasclarencedublo@gmail.com		0920763783					
11	Thomas Clarence		Dublo	thomasclarencedublo@gmail.com	thomasclarencedublo@gmail.com		0920763783					Prinazayan
12	Saan		Tuzon	tuzonsean3@gmail.com	tuzonsean3@gmail.com		09274467555			09274467555		
13	Aburakman		Bulan	kulanaburakman57@gmail.com								Mayabayan
14	Alip		Duranan	aliphuranan@gmail.com			0905044810			0919360490		Sta. Rosa
15	Adrian		Pangangan	adrianadriannasagor@gmail.com			09813231141	09833919903				
16	Adrian		Pangangan	adrianadriannasagor@gmail.com			09813231141	09833919909				Tarlac City
17	Aerona			maipod110@gmail.com						09672581442		Lipa
18	Aaron		Onisa	aarononisa2@gmail.com						09207368448		Binnay
19	Aaron		Carngal	aaroncarngal23@gmail.com			09832883987	0967042454				Batangas
20	Aaron		Carngal	aaroncarngal23@gmail.com			09832883987	0967042454				General Santos City
21	Aeryn	Dolge	Tonisa	aeryndolge@gmail.com						09273633254		Koronadal
22	Aiman		Legal	aimanlegal7@gmail.com						09167153416		Koronadal
23	Aiman		Legal	aimanlegal7@gmail.com						09167153416		Koronadal
24	Aira		Hidalgo	airahidalgo1@gmail.com			0997785001			0997785001		Tarlac City
25	Aira		Hidalgo	airahidalgo1@gmail.com			0997785001			0997785001		Lila
26	Aira		Hidalgo	airahidalgo1@gmail.com			0997785001			0997785001		
27	Aira		Hidalgo	airahidalgo1@gmail.com			0997785001			0997785001		
28	Aira		Hidalgo	airahidalgo1@gmail.com			0997785001			0997785001		
29	Aira		Hidalgo	airahidalgo1@gmail.com			0997785001			0997785001		
30	Aira		Hidalgo	airahidalgo1@gmail.com			0997785001			0997785001		
31	Aira		Hidalgo	airahidalgo1@gmail.com			0997785001			0997785001		
32	Aj		Giusele	aj15giusele31@gmail.com						0997785001		Lipa
33	Albus		Alde	albusaldea@gmail.com			0962842981			0962842981		Marikina
34	Albus		Alde	megaz_ip@yahoo.com			0962842981			0962842981		
35	Albus Alwin		Alde	megaz_ip@yahoo.com			0962842981			0962842981		
36	Alexis		Ortega	alexisortega2@gmail.com			0957763792					San Gabriel
37	Alexis		Ortega	alexisortega2@gmail.com			0957763792					

CRM Data Management and Import

Context: The individual assisted in gathering, cleaning, and importing public client company data into HubSpot and Masterlist Kutitap CRM systems, ensuring data accuracy and smooth transition for effective customer relationship management. They also systematically imported internship contact information from spreadsheets into HubSpot's CRM system, ensuring efficient data entry and transition.

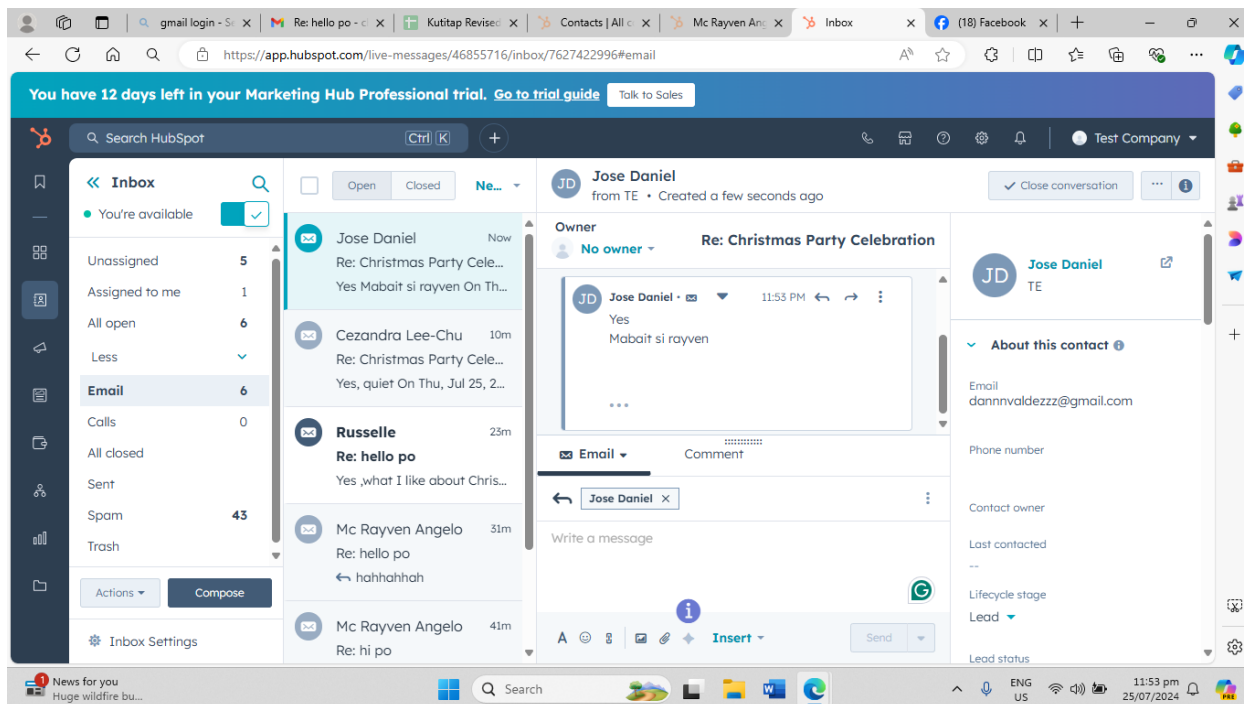
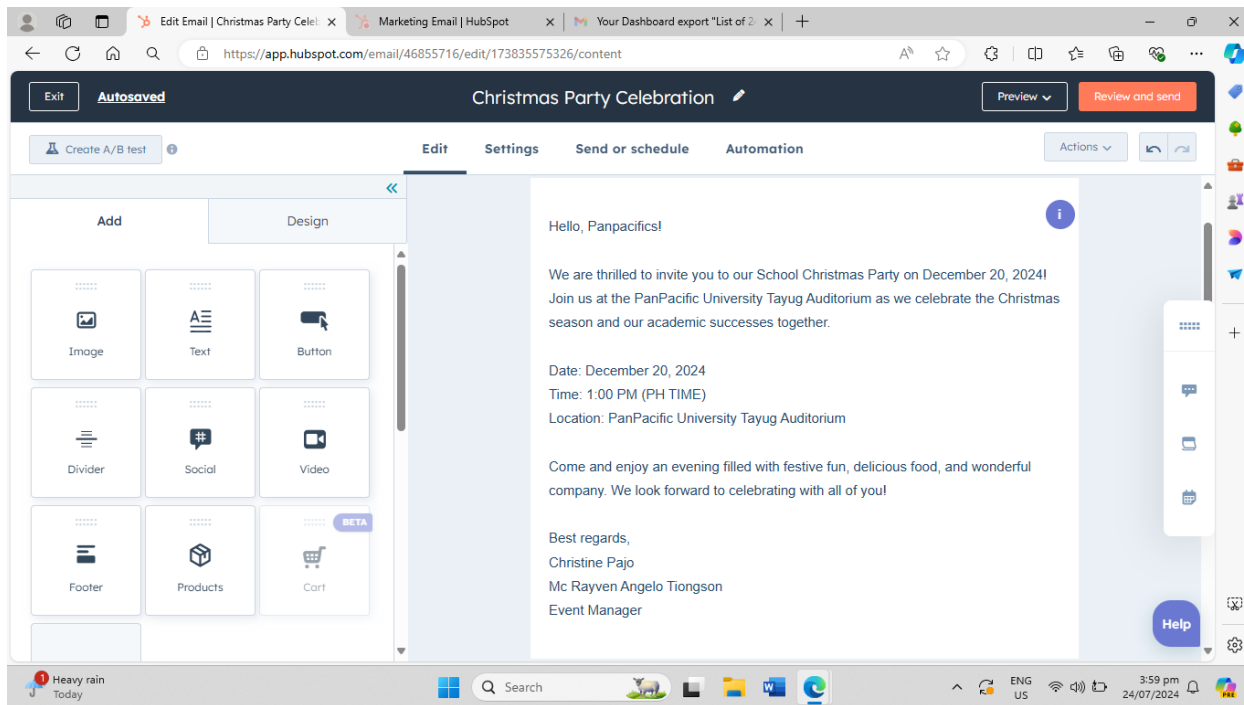
The screenshot displays the HubSpot Contacts list interface. At the top, there is a notification: "You have 8 days left in your Marketing Hub Professional trial. Go to trial guide" and "Talk to Sales". The page title is "Contacts" with 396 records. The interface includes a search bar, filters, and a "Data Quality" button. The table below shows the first few records:

NAME	FIRST NAME	MIDDLE NAME	LAST NAME	EMAIL ADDRESS
RS Rizza Silva	Rizza	--	Silva	rizzasilva24
KP Krystal Gwyneth Pine...	Krystal Gwyneth	--	Pineda	kristaalaac
SC Sapida Carlito	Sapida Carlito	--	--	sapidanich
JS Jimhand Sala	Jimhand	--	Sala	jimhandsal
LO Loraine Quiaoit	Loraine	--	Quiaoit	wheredobr
DM Dan Rev Monteza	Dan Rev	--	Monteza	montezadc

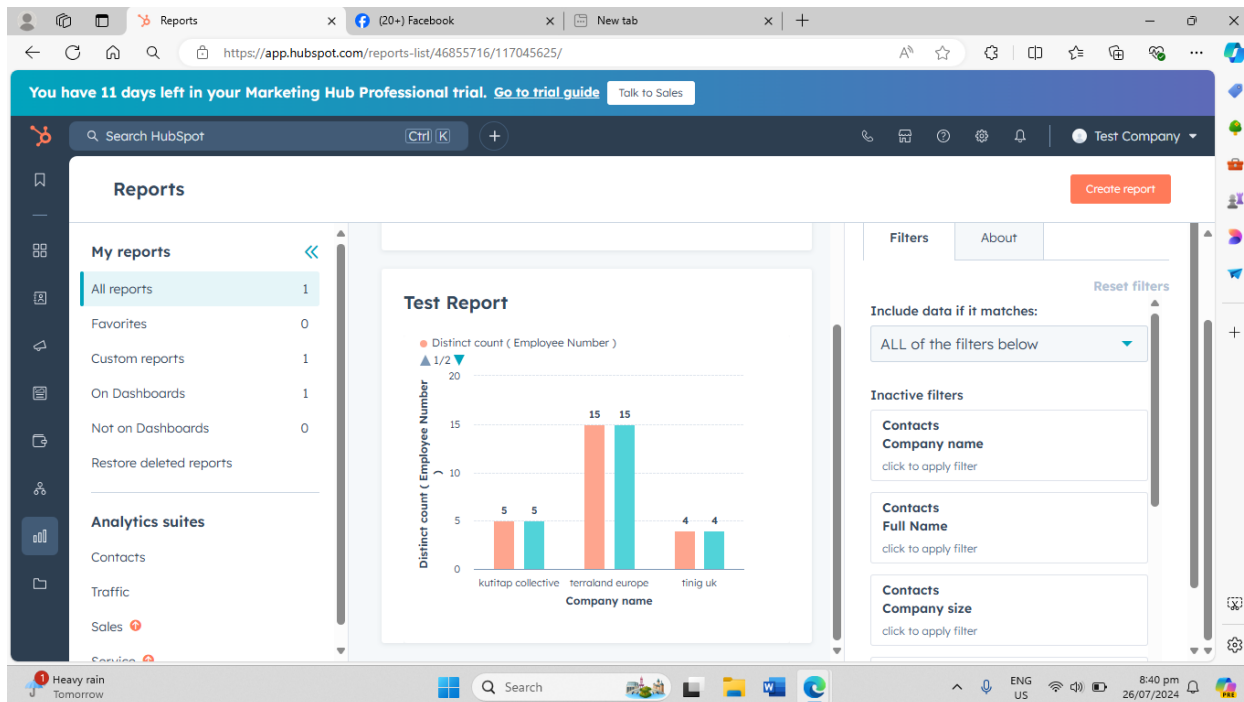
The interface also includes a search bar, filters, and a "Data Quality" button. The table below shows the first few records:

HubSpot Email Marketing and Forms

Context: Managed HubSpot's email marketing campaign for a Christmas party, including invitations and responses. Developed and optimized HubSpot forms for various events, including the party and Palooza, and managed campaigns to promote these events and showcase HubSpot's features.



Context: I compiled detailed reports on the number of interns across different firms and analyzed CRM import procedures. These reports provided insights into internship data and supported the company's reporting and planning efforts.



Weekend Palooza HubSpot Forms Creation

Context: Created HubSpot forms for the Palooza event, following guidelines to ensure proper functionality. This work was essential for managing registrations form and information collection.

Edited HubSpot forms to enhance data collection and feedback, ensuring more detailed and accurate responses. This improvement was important for gathering comprehensive information and optimizing data collection processes.

Gian Paolo and Friends' Weekend Palooza
Contact Information + Terms and Conditions + INDEMNIFICATION AGREEMENT

Form fields and values:

- FirstName: Juan
- LastName: Dela Cruz
- Mobile phone number: Sample: 63 is Philippine country code +63
- Mobile 2: Phone (International)
- Date of birth: MM / DD / YYYY
- Email: juandelacruz@gmail.com
- Facebook Name: T If NO Facebook Name write "NONE"
- Instagram Name: T If NO Instagram Name write "NONE"
- Which is streaming app do you usually use?: BIGO
- BIGO ID: aspire20

You have 8 days left in your Marketing Hub Professional trial. Go to trial guide | [Talk to Sales](#) | [Switch trial view](#)

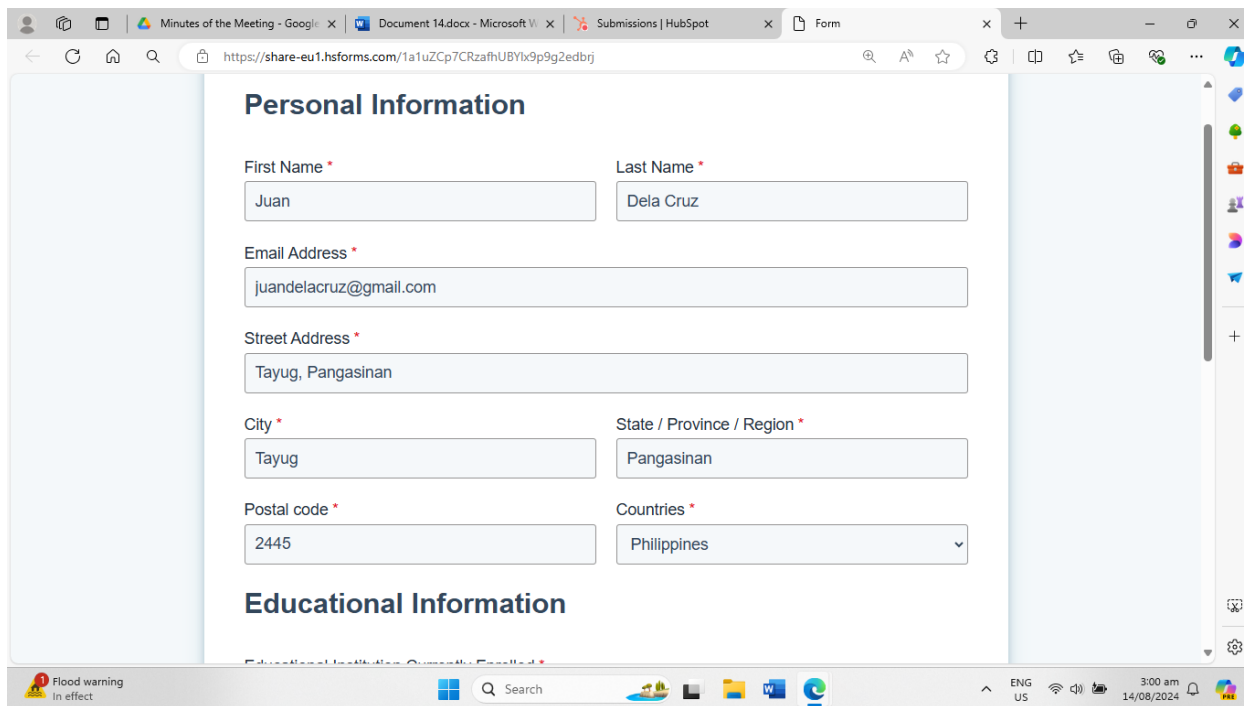
Search HubSpot: Ctrl K +

Date range: 01/01/2000 to 08/13/2024 | [Manage columns](#)

<input type="checkbox"/>	CONTACT	CONVERSION PAGE	SUBMITTED ON
<input type="checkbox"/>	Donald Duck	Invitation Form	August 8, 2024 3:24 PM EDT
<input type="checkbox"/>	CRISTINA Tiu	Invitation Form	August 8, 2024 11:01 AM EDT
<input type="checkbox"/>	Joshua Damasco View Delete	Form	August 8, 2024 10:56 AM EDT
<input type="checkbox"/>	Raymart Tiongson	Invitation Form	August 8, 2024 10:25 AM EDT
<input type="checkbox"/>	Maria Johnson (Sample Contact)	Unavailable	August 8, 2024 8:43 AM EDT
<input type="checkbox"/>	Juan Dela Cruz	Form	August 8, 2024 8:27 AM EDT

HubSpot Forms for Izar Connect Internship

Context: During my internship, I developed a HubSpot form for Izar Connect website registration, integrating user information into HubSpot's CRM system for effective lead management and facilitating smooth communication between Izar Connect and the HubSpot platform.



The screenshot shows a web browser window displaying a HubSpot form. The browser's address bar shows the URL: <https://share-eu1.hsforms.com/1a1uZCp7CRzafhUBYlx9p9g2edbrj>. The form is titled "Personal Information" and "Educational Information".

Personal Information

First Name *	Last Name *
Juan	Dela Cruz
Email Address *	
juandelacruz@gmail.com	
Street Address *	
Tayug, Pangasinan	
City *	State / Province / Region *
Tayug	Pangasinan
Postal code *	Countries *
2445	Philippines

Educational Information

Education Institution Name *
Education Level *

Form Content Correction

- Context: Corrected and updated various form details, including email, and date corrections. This ensured that forms were accurate and relevant for current and future use.

Minutes of the Meeting - Google | Document 14.docx - Microsoft V | Submissions | HubSpot | Jeanily Buen

https://app-eu1.hubspot.com/contacts/145068751/record/0-1/29139499218

You have 8 days left in your Marketing Hub Professional trial. Go to trial guide Talk to Sales Switch trial view

Integration Cards is unavailable for all customers Integration Cards isn't available right now. We're investigating the cause of this issue.

Search HubSpot Ctrl K + Kutitap Collective Limited

Contacts

JB Jeanily Buen
jeanilybuen@gmail.com

Note Email Call Task Meeting More

About this contact Actions

Email: jeanilybuen@gmail.com
Lifecycle stage: Lead
Contact owner

Address: Evangelista Tayug, Pangasinan
City: Tayug
Countries: Panama
Current Year: 3rd Year
Educational Institution Currently Enrolled: none
Email Address 1: jeanilybuen@gmail.com
File: ARROW.jpg

Companies (0) + Add
Deals (0) + Add
Tickets (0) + Add
Payment Links (0) Add

27°C Mostly cloudy 3:04 am 14/08/2024

Minutes of the Meeting - Google | Document 14.docx - Microsoft V | Submissions | HubSpot | Contacts | All contacts

https://app-eu1.hubspot.com/contacts/145068751/objects/0-1/views/all/list?query=christin

You have 8 days left in your Marketing Hub Professional trial. Go to trial guide Talk to Sales Switch trial view

Integration Cards is unavailable for all customers Integration Cards isn't available right now. We're investigating the cause of this issue.

Search HubSpot Ctrl K + Kutitap Collective Limited

Contacts

2 records

Data Quality Actions Import Create contact

All contacts My contacts Unassigned contacts My recently assigned... All customers + Add view (5/50) All views

Contact owner Create Date Last Activity D... Lead Status Advanced filters (0)

christin

EMAIL ADDRESS 1	MOBILE PHONE NUMBER	MOBILE 2	GCASH	ADDRESS
christinepajo@gmail.com	09762764783	09762764783	--	Evangelista Tayug
christinepajo@gmail.com	--	--	--	Evangelista Tayug

Prev 1 Next 100 per page

Speakers (Realtek(R) Audio): 58%

AUD/USD +0.74% 3:09 am 14/08/2024

Reflection

During my internship at Terraland Europe, I gained invaluable experience in data management, CRM systems, and project coordination. I learned how to handle large datasets, ensuring accuracy and consistency across various platforms like HubSpot and Excel. This internship also exposed me to productivity tools like Notion and Monday.com, enhancing my ability to organize tasks and collaborate with team members. Additionally, I developed a strong understanding of CRM systems, learning how to import, manage, and analyze data effectively to support business operations. The experience also strengthened my communication skills, as I frequently participated in meetings, shared progress updates, and coordinated with colleagues.

One of the most significant challenges I faced was managing and revising large amounts of data across multiple platforms while ensuring its accuracy. Initially, I struggled with the complexity of CRM systems like HubSpot, particularly when dealing with data imports and form configurations. To overcome this, I dedicated time to watching tutorial videos, seeking guidance from my supervisors, and practicing with the tools until I felt confident in my abilities. Additionally, balancing my internship responsibilities with personal commitments, such as medical leave, required strong time management skills. I learned to prioritize tasks effectively and stay committed to my responsibilities, even when circumstances were challenging.

This internship has had a profound impact on my career goals. It has solidified my interest in pursuing a career in Information Technology and CRM systems, areas where I found both challenge and fulfillment. The hands-on experience with tools like HubSpot, Notion, and Excel has given me a clearer direction for my future career, inspiring me to further develop my skills in these areas. Additionally, the collaborative environment at Terraland Europe has underscored the importance of teamwork and communication in achieving professional success. Moving forward, I am more determined to seek opportunities that allow me to continue growing in these fields, with a particular focus on roles that involve data analysis, project management, and CRM system optimization.

