

First Middle Last Name
Snail Mail Address
Contact number, Email Address

Career Objective: Desire a position that will allow me to use my skills in the field of communication and administration in an organization that provides a balanced work-life environment.

Strengths:

- Qualified professional with 12 years extensive experience in administration within a fast-paced environment
- Over nine years of experience in the area of developing sales and marketing strategies
- Demonstrated equally effective skills in sales, marketing and word processing
- Fast-learner and dedicated in delivering team success and client satisfaction

Additional Skills:

- Administration, Reporting, Coordinating, Planning, Sales, Writing, Editing
- Proficient in the following:
 - Window, Linux
 - MS Office Applications (Word, Excel, Power Point)
 - Basic Photoshop
 - Microsoft Outlook, Thunderbird
 - Email Writing

Professional Experience

2004 to 2008, Events and Marketing Manager, Ace1 Advertising Group, Manila Philippines

- Initiates the establishment of Marketing Administration Team designed to bring in additional sales to the Group
- Directs the Technical Support Team in rehabilitating the existing system used by clients and staff.
- Introduces meaningful reports for management to be used in decision making.
- Manages the development of email marketing strategies.
- Spearheads the events planning team in conceptualizing themes for different types of activities
- Edits and writes communication materials such as content for newsletter, posters, print advertisements, VTR material and websites.
- Delivers monthly sales that contribute to the group's quota by generating new sales

2002 to 2004, Writer, National Agricultural & Fishery Council, Quezon City, Philippines

- Conceptualized written communication materials (annual report, newsletter, brochure, flyers)
 - Conducted field research as a way of gathering first hand information to selected farmers/clientele/cooperatives.
 - Edited all communication materials to be submitted to the Director prior to final printing.
 - Discussed with the artist the material (in terms of concept/final look).
 - Drafted speeches for the Executive Director.
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- Developed new ideas/themes suitable for information requirements of the agency.
- Assisted in monitoring and evaluating agricultural projects, as part of documentation.

2000-2001, Customer Service & Sales Administrator, Midthrust Imports Inc. CA, USA

- Administered customer service operation that involved sales and other needs related to purchase order of customers.
- Introduced and researched new items to sales team.
- Attended to heavy volume of inquiries.
- Maintained account receivables and other office administration tasks.

1996-1999, Customer Service Supervisor, Gordon Group Holdings, New Jersey, USA

- Supervised the daily operation and maintenance of the shopping mall's customer service desk.
- Assisted the General Manager in specialty leasing duties, as well as served as backup to the Marketing Manager.
- Developed a systematic way of monitoring sales and initiated various improvements in the effective operation of the customer service desk.
- Prepared monthly newsletter.

1992-1996, Information Officer, Department of Trade & Industry, Makati City, Philippines

- Managed the monthly newsletter and other trade-related publications.
- Assisted the creative team in the layout and design of information collateral.
- Edited articles for publication.

Education

BA in Communication, University of the Philippines, 1985

S.Y.: 1981-1985 (BA in Communication)

1994-1995 (MA in Public Administration)

Referees (upon request)

Personal History:

From	To	Position/Activity	Company/Establishment Name

Personal Information

Birthdate:

Civil Status:

Number of Children (If applicable):

Email address:

Telephone Numbers:

Mobile Numbers: