

Reniel



Career Objective:

My goal is to become a professional business manager in the field of entrepreneurship, events & projects management.

Personal Information



***Bachelor of Science Major In Entrepreneurial Management
Partial Scholar***

Secondary



High School Graduate



Grade School Graduate

Working Experience

Media Buyer:

[REDACTED]
April 2021 – September 2023

Sales Assistant:

[REDACTED]
Sept 2020 – March 2021

Sales Assistant:

[REDACTED]
May 2019 – Sept 2020

Content Associate: **ABS-CBN Digital Media Division**

[REDACTED]
*Outsourced employee from [REDACTED]
July 2016 – May 2019*

Marketing Internship:

[REDACTED]
February 2015 – April 2015

AWARDS & ACHIEVEMENTS

Tertiary Education

- *Dean's Lister 2012-2013*
- *40% Scholar*
- *Career talks by successful businessmen*
- *Started my own business*

Secondary Education

- *3rd PlacerBusiness Congress 2010*
- *DeportmentAwardee 2007-2011*

SKILLS SUMMARY

Event Usher -

- Assisting of guests for the event: Book Festival

Media Buyer

- Media Buying process (Daily Monitoring Plan vs
- Assist Media Planners with implementations, transfers, memos

Sales Assistant

- Sales Traffic Operations Familiarity (Document Numbering, Encoding, Material, Airtime, TOC, TOA, DOL, Billing & Finance.)
- Assisting Account Executives with internal processing.
- Knowledge about Telecast Orders
- Sales Reports (Daily, Weekly, Monthly)
- Implementation Reports

Content Associate

- Digital Material Distribution
- Content Capturing
- Video Transcoding
- Basic Video Editing
- YouTube Uploading

- Knowledge about IPOST, Big Dipper & TOC

Marketing Internship

- *Promo Conceptualization*
- *Marketing-Sales Work Relations*
- *Media Planning*
- *Events Production*
- *Ticket Distribution*
- *Event Venues Inquiry*



- *Basic Video Editing*
- *Basic Photoshop*
- *Basic Accounting, Finance, Sales, Advertising, Marketing, Licenses & Business management.*
- *Events Organization*
- *Ticket Sales*

General

- *Basic Microsoft Applications and Google Applications*
 - o *Word, Powerpoint, Excel, Google Drive, Google Spreadsheet, Outlook*

INTERESTS

- Sports
- Business Management
- Events Management
- Marketing

CHARACTER REFERENCE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]