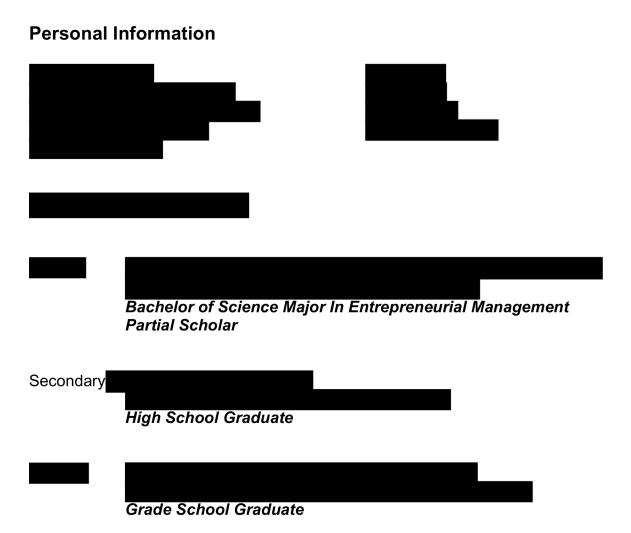




Career Objective:

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



Working Experience

Working Expend		
Media Buyer:		
	April 2021 – September 2023	
Sales Assistant:		
	Sept 2020 – March 2021	
Sales Assistant:		
	May 2019 –Sept 2020	
Content Associate:	ABS-CBN Digital Media Division	
	Outsourcedemployee fron July 2016 –May 2019	
Marketing Internship		
	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

