**Career Objective**

To obtain a position in a company with a good working environment that stimulates and encourages professional and personal growth and advancement that will enhance my skills and abilities.

**Education**

College Degree: Bachelor of Arts in Mass Communication

Graduation Date: March 12, 2010

School: Lyceum of the Philippines University – Batangas

**Working Experience**

Position Held: Creative Marketing

Company: Arrows Inc. (jewelry retail)

Address:

Philippines

Date Employed: September 15, 2011 – March 4, 2016

Duties and Responsibilities:

* Responsible for making marketing collaterals (brochures, flyers, banners, signage, murals, certificate, logo, letterhead and posters)
* Take pictures and edit items using Adobe Photoshop
* Conceptualize and suggest different marketing strategies
* Compose write-ups and makes mockups art designs/layouts for presentation purposes
* Generates interest in products and services through social networks such as facebook
* Distribute and monitors promotional items
* Makes business letters
* Helps in some administrative works whenever they need help
* Suggests new designs based on the latest fashion trends
* Conducts Monthly Inventory in all the branch

Position Held: Graphic Artist

Company: International Co., Ltd. (bags retail)

Address: Philippines

Date Employed: June 18, 2010 – August 30, 2011

Duties and Responsibilities:

* Liaising with head of the company and marketing team to determine their requirements and budget
* Managing marketing proposals from typesetting through to design, print and production. Briefing and advising them with regard to design style, format, print production and timescales
* Developing concepts, graphics and layouts for product illustrations, company logos, and other marketing collaterals
* Determining size and arrangement of illustrative material and copy, and font style and size
* Preparing rough drafts of material based on an agreed brief
* Reviewing final layouts and suggesting improvements if required
* Liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality

**Skills Description**

* Excellent experience as an office clerk
* Excellent communication and writing skills.
* Proficient with computer literate such as Microsoft Office, Adobe Photoshop, Adobe Pagemaker, Corel Video Editing
* Internet savvy
* Basic background in photography
* Quick analytical skills
* Flexible and can multitask
* Fast learner and willing to be trained
* Self-motivated
* Team player or can work alone with minimal supervision

**Personal Background**

Date of Birth: December 19, 1989

Place of Birth: Philippines

Age: 26

Sex: Female

Height: 5’0”

Weight: 110 lbs.

Nationality: Filipino

Civil Status: Married

Religion: Catholic

**First Name of Application CV No:** **1701054**

Whatsapp Mobile: +971504753686

