JOHN

[JOHN.339702@2freemail.com](mailto:JOHN.339702@2freemail.com)

**WORKING EXPERIENCE**

**MARKETING ASSISTANT (August 2015- Feb 2016)**

**EASYPAY FINANCE CORPORATION**

**SOUTH COTABATO PHILIPPINES**

*Job Responsibilities:*

* Assist Marketing Manager on Promotional Activities.
* Process government permits on structural signage.
* Helps in layout design on marketing promotional signage/billboards.
* Installed Promotional Materials / Canvass Materials.
* Documenting Events (Pictures & Videos).
* Sending Email to supervisor and manger regarding Promotional Activities/Events.
* Updates Webpage of the company for new promotional

activities and Job opening.

* Filling documents

**MERCHANDISING ASSISTANT** **(March 2009 - May 2015)**

**PUREGOLD PRICE CLUB INC.**

**Zabarte, Caloocan City / La Trinidad , Benguet (Philippines)**

*Job Responsibilities:*

* Counter part of Merchandising-Head office basically providing back-up support to store operations same facets of merchandising functions.
* Generates prints and distributes the Price Event Listing, Price Change Authority, Memo’s, Bundling Promotions and other communications.
* Monitors and updates contract all space rentals of Mass,

Endcap, Freezer Display, POI (Point of Intervention), COC

(Check out counter).

* Checks Merchandising Materials/Collaterals/Plano gram of Suppliers. See to it that it is properly implemented and equally followed the said information given.
* Executes Store Promotions (Bundling, Price-off savings and etc.).
* Submits Monthly report monitoring to the Store Manager.
* Monitoring and ordering of stocks thru MMS (Merchandising Monitoring System) SROF(Store Replenishment Order Form).
* Part of a set-up team (Opening of New Stores)
* Back-up other stores.
* Compile and Arrange Documents.

**EDUCATION**

**B.S Commerce Major in Business Management**

**2004- 2008**

San Sebastian College-Recoletos Manila, Philippines

**High School**

**1999-2003**

Notre Dame of Esperanza

Esperanza, Sultan Kudarat

Mindanao Philippines

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**SKILLS**

Computer Literate

Knowledgeable in Adobe Photoshop / Corel

Microsoft (Word, Excel, Publisher, Outlook and PowerPoint Presentation)

MMS (Merchandise Monitoring System)

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**PERSONAL INFORMATION**

**Gender: Male**

**Nationality: Filipino**

**Religion: Christian**

**Age: 30**

**Visa Status: Tourist Visa**