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|  | MA. ARDELLEN  [ARDELLEN.339770@2freemail.com](mailto:ARDELLEN.339770@2freemail.com) |  |

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|  | Objectives  To be a part of an organization that provides an excellent working atmosphere where I believe, I can use my abilities to the fullest, for the proper growth of the concerned.  Education  Bachelor of Science in Business Administration major in Management & Entrepreneurship (April 2005)  Experience  **Staff Assistant (April 2006 –January 22, 2016)**  **Angeles University Foundation** **(Mac Arthur Hi-way, Angeles City, Philippines)**   * Assist in planning and organizing functions pertinent to the Performing Arts. * Assist the unit director in the planning and organization of the unit within and outside the University. * Coordinates with various groups and institution outside of the university regarding the request for performance of the unit. * Maintain cordial relationship with other personnel. * Submit reports to the unit and the director. * Performs other tasks as may be assigned by the unit and the director. * Attends meeting and take-down notes.   **Marketing Officer (June 2008 - March 2015)**  **AUF Repertory Theater** **(Mac Arthur Hi-way, Angeles City, Philippines**  - Preparing, planning and project managing the publication of all publicity material to maximise brand  promotion.  - Creating marketing campaigns and working with the company's external PR agency to see them  executed.  - Creating and developing new innovative ways to communicate the company message to their existing  customers.  - Contributing to the annual sales and marketing plan.  - Planning and project managing marketing events and evaluating their success.  - Evaluating the effectiveness of all marketing activity.  - Developing and implementing an internal marketing programme.  - Supporting the marketing manager in day to day marketing activities.  - Plan, develop and deliver campaigns as agreed within timescales.    **School Registrar – Satellite DYepartment (July 2005 – March 2006)**  **Yamaha School of music, Philippines** **(339 Gil Puyat Ave. Makati City)**   * Assist in planning and organizing schedules of the teachers and students. * Coordinates with the faculty regarding their upcoming activities. * Maintain cordial relationship with other personnel. * reports to the head unit and makes reports.   Skills   * Computer literate. * Good communication skills. * Adaptable to any working environment to enhance self-competence and confidence on assigned job. |

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Seminars & Trainings

* Lecture : “Eat Well, Live Well”
* Mastering the Principles of Business Writing
* 37th PAFTE National Convention
* Conflict Management and Effective Listening
* School Discipline and Safety
* Effective Management Easing Stress in the Workplace
* Lecture on Protocol and Social Graces
* Experience the B.E.S.T and be at your B.E.S.T
* Records classification
* Wellness: what’s HOT, What’s NOT
* Enriching the Spirit of Proclaiming God’s Word
* 2013 AUF Workforce Teambuilding
* Time Management

Personal Information

Date & Place of Birth : January 27, 1985, Manila

Civil Status : Married

Nationality : Filipino

Religion : Roman Catholic

Sex : Female

Height : 5’4 ft.

Weight : 130 lbs.

I hereby certify that the given information above is true and correct to the best of my knowledge and belief.