**JOSES**

Burjuman - Dubai, United Arab Emirates

joses.382047@2freemail.com

**PERSONAL PROFILE**

A proactive, multi-tasker young blood knowledgeable on media production, advertising, CRM, computer, sales and customer service, and who possesses cultural awareness and sensitivity, team building, analytical and problem solving as well as oral and written communication skills.

**SKILLS AND KNOWLEDGE**

|  |  |
| --- | --- |
| * Media Production
* Camera Operations
* Adobe Applications (Ps, Pr, Au,..)
* Advertising, Marketing and Public Relations
* Customer Service
* Communication Skills
* Interpersonal Skills
* Consultation
* Customer Relationship Management (CRM)
 | * Computer Literate
* Microsoft Office Proficient
* Typing Skills
* Filling & Organization
* Equipment Handling
* Fast-learner
* Time Management
* Ability to Work Under Pressure
* Conflict Resolution
* Troubleshooting Skills
* Driving Skills
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**WORKING EXPERIENCES**

 **Art Dubai Fair FZ LLC**

**May 2018 – July 2018 *Intern (CRM Database Staff)***

 **Dubai Design District – Dubai, United Arab Emirates**

* Assist CRM Manager to ensure the software works effectively for usage of all the departments of the company.
* Inputs new contact, update and manage personal information of clients to the CRM software (Salesforce).
* Ensures the database is segmented effectively for targeted marketing and communication activities.
* Managing Downtown Design 2017 contacts and adding them to the system to be able to contact, inform and invite them for upcoming events.

**Wake n’ Vape – Naga City**

**Sept 2017 – Feb 2018 *Sales Consultant***

 **Magsaysay Avenue, Naga City, Philippines**

* Attend and assist to the needs of owner and customer of the shop.
* Answers product price and specification inquiries on social media accounts.
* Organize and manage pre-ordered products through social media.
* Ensures that customers are satisfied with the products and services.
* Maintain good relations product suppliers and customers.
* Identifies and/offers vape products that suits the customer desires and needs
* Maintain cleanliness and orderliness inside and outside the shop.

**Ateneo Radio and Television Network (ARTV Net)**

**April 2016 – March 2017 *Intern (Media Production Staff)***

 **Ateneo de Naga University, Naga City, Philippines**

* *Photographer/Videographer*

Operates, take photos and films footages using different types of DSLR, video cameras and light set up for studio and outdoor shoots.

* *Graphic Designer*

Layout designs needed for events and programs. Examples: Logos, poster, banner, tarpaulin and others

* *Editor/Consultant Editor*

Edits videos for ARTV Net programs and a consultant editor for other editors.

* *Office Assistant*

Assist other staff and new interns on their task and make sure the office and production floor is maintained and clean.

* *Receptionist*

Meeting and greeting personnel from other departments. Answering and forwarding phone calls and messages. Dealing with inquiries on how to request for ARTV Net coverage and documentation services.

* *News Writer/Reporter*

Writes and reports department, collage, campus and university news for ARTV Net programs especially Ateneo frontline episodes.

* *Program Logger*

Records the time a program starts and ends, and checks if all programs were played on time or not for deliberation.

* *Troubleshooter*

Fix problems in music, videos, software, computer problems and other technical problems.

* *Driver/Runner*

Drives when there’s live coverage and shoot outside campus like featuring restaurants, resorts and café’s around the city and neighboring towns.

**EDUCATIONAL ATTAINMENT**

 **2012 – 2017 *Bachelor of Arts in Communication***

 **Ateneo de Naga University** – Ateneo Avenue, Naga City, Philippines

 **2006 – 2010 *Secondary (High School)***

 **University of Nueva Caceres** – J. Hernandez Avenue, Naga City, Philippines

**ORGANIZATION AFFLIATION**

* **Media Studies Society (MSS)** – Member and Events Volunteer
* **Ateneo Radio and Television Network (ARTV Net)** – Production Staff

**PERSONAL DATA**

Nationality: **Filipino**

Gender: **Male**

Date of Birth: **October 24, 1993**

Civil Status; **Single**

Language: **English, Filipino, Bikol**

Driver’s License: **Philippine Driver’s License (Professional)**