

**KENNETT**

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**PROFESSIONAL OBJECTIVE**

To work in a company that will enhance my skills, share my expertise, expand my horizon as a career – oriented individual and to acquire new abilities in a challenging position.

**CORE COMPETENCIES**

A highly talented Administrative Assistant with huge experience in performing a variety of clerical duties and responsibilities in the Marketing Department.

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| ● Great Interpersonal Skills | ● Leadership Skills | ● IT Skills: Word Processing, MS Excel, MS PowerPoint |
| ● Organized and Detail Oriented | ● Professional Attitude |
| ● Good Time Management Skills● Flexibility● Passionate and Enthusiastic | ● Reports Preparation● Decision Making● Document Control | ● Good Communication Skills |

**WORK EXPERIENCE**

**MARKETING EVENTS SPECIALIST CUM SALES COORDINATOR**

Colorsteel Systems Corporation

*A trading company of prepainted long span steel roofing and roof engineering services.*

Pampanga, Philippines

June 2016-May 2018 (2 YEARS)

* Supports the work of Marketing Managers and Executives on projects directed at maximizing company profits and developing sales strategies or marketing campaigns.
* Attend shows/events to oversee set-up and during show booth management.
* Planning of set-up and tear down of product displays in the booth, with assistance from onsite show/events services.
* Develop, test and adjust marketing strategies for brands, products or demographics
* Research and produce reports analyzing trends and offering insight in an area of specialization
* Conduct opinion research, gather data and identify factors influencing a given market
* Find ways for a brand or company to achieve an advantage over competitors

**SALES COORDINATOR**

* Communicate effectively with Sales Managers/Sales Representatives and their clients to maintain existing relationships while helping to create and build new client relationships.
* Works with the Sales Department when it comes to product presentation, sales related materials like product samples, collaterals, etc.
* Assisting the Sales Managers/Sales Representatives when it comes to project quotations creation.
* Attending to customer complaints and other Sales’ concerns to ensure customer satisfaction.
* Providing sales and administrative support through office duties such as answering phone calls, making calls to clients, managing calendars, etc.
* Processing orders of clients as confirmed by the Sales managers/Sales Representatives

**ADMIN ASSISTANT CUM MARKETING ASSISTANT**

Colorsteel Systems Corporation

*A trading company of prepainted long span steel roofing and roof engineering services.*

Pampanga, Philippines

FEBRUARY 2014- MAY 2016 (2 YEARS & 3 MONTHS)

* Handling and monitoring office cash advances and petty cash.
* Preparing liquidation of cash advances and petty cash.
* Participating in the office budget preparation.
* Helps in managing and coordinating all marketing, advertising and promotional activities.
* Undertaking daily administrative tasks to ensure the functionality and coordination of the department’s activities.
* Traditional office duties, such as filing, copying, scanning, ordering supplies and overseeing supply reordering.
* Coordinates with colleagues within the department in assuring that all documents are kept in the right place and in the department file archive.
* Checks documents within the department have no errors in filenames, submission, dates, etc. and properly identified and classified according to type of documents.
* Performs regular document audits in order to ensure that all documents are properly submitted to other departments and are properly filed.

**MARKETING OFFICE ASSISTANT**

Central Luzon Broadcasting Corporation (CLTV36)

*First and only regional television in Metro Central Luzon, Philippines.*

Pampanga, Philippines

On-the-Job Training

APRIL 2012- JUNE 2012 (2 MONTHS)

* Assist the Marketing Manager and Marketing Team.
* Help organize events, exhibitions and seminars.
* Help design and place advertisements.
* Help with presentations by assembling slideshows.

**EDUCATION**

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

Major in Marketing Management

Mary the Queen College (Pampanga), Inc.

Guagua, Pampanga, Philippines

**PERSONAL INFORMATION**

Date of Birth : November 22, 1991

Place of Birth : Guagua, Pampanga

Age : 26 years old

Civil Status : Married

Visa : Tourist