**Jane Doe**

Current Address: 3530 Wilshire Blvd. Suite 1150, Los Angeles, CA 90010, USA

**ATTACH PHOTO**

Telephone Number (Home): +33-5-555-5555 Telephone Number (Cell): +33-5-555-5555

E-mail: janedoe@email.com Skype ID: janedoe

Date of Birth: 08/05/1990Place of Birth: Manila, Philippines

### Country of Citizenship: Philippines

Field of Training Desired: Marketing, Administration

Length of Program Desired: 12 months

Date Available to Start Training: 10/01/2015

**Profile**

A communications specialist with over two years of experience in marketing, advertising and sales, seeking to learn from and influence the business industry in the US hand-in-hand with an inspiring organization. Hands-on knowledge in developing and implementing core marketing and sales strategies to drive established KPIs, including broad-based skills related to organizing events, promo campaigns and developing key customer relationships.

**Education**

Bachelor’s Degree in Marketing

ABC University, Manila, Philippines

##### September 2009 – May 2013

Relevant Courses: Sales Negotiation, Leadership Development, Marketing Psychology, Internet and Mobile Marketing, Social Media Marketing, Public Relations, Marketing and Creative Strategy, Project Management, Management Economics

**Work Experience**

##### Advertising Account Manager (Full-time)

##### Company XYZ, Inc., Manila, Philippines [http://www.companyxyz.com]

July 2014 - Present

Responsibilities/Achievements:

* Facilitated and executed ad campaigns using Facebook, Twitter, and Google Ads, SEM and SEO initiatives
* Managed social media and website assets including the planning and implementation of the client’s social content plan
* Evaluated post-campaigns using key digital metrics and created improvement reports for application in the next campaigns

##### Project Account Manager (Full-time)

##### ABC Communications, Co., Manila, Philippines [http://www.abccommunications.com]

January 2014 – June 2014

Responsibilities/Achievements:

* Won two new project accounts – Dillinger Planning Inc. and Bankers Investment Inc. with a total estimated worth of $10 million for 2013 sales
* Received company distinction and awards for Outstanding Performance in Projects Sales & Collection for two succeeding quarters for achieving a total weighted performance of 150% & 100.6% for the 2nd and 3rd quarters respectively

**Skills & Certificates**

Languages: Tagalog - Native, English - Fluent, Mandarin - Basic

Computer Skills: MS Word – Advanced, Excel - Intermediate, PowerPoint - Intermediate, Outlook – Advanced, Adobe Photoshop CS4 – Basic, Google Adwords & SEM - Basic

Certificates/Awards:

* Certificate of Accomplishment in Social Psychology by Wellesley College (October 2014)
* Social Media Marketing Specialist Course by Certified Digital Marketers Program – IMMAP (May 2014)

**Activities**

COPION, Cambodia

April 12, 2010 – April 24, 2010

Volunteer worker

* Assisted in various activities and helped care for children
* Planned activities and educational curriculum for children

Korea Children Unit, Korea

September 12, 2009 – February 21, 2010

Volunteer worker

* Taught basic computer skills to children

**Military Service**

* Enlisted in the army in March 2013
* Honorably discharged from the army in December 2014