**April Rose M. Osmeña**

Brgy. Malitlit Sta. Rosa, Laguna

09954301712

armosmena.pnhs@gmail.com

**PERSONAL DATA:**

Age: 25 y/o

Gender: Female

Religion: Catholic

 Date of Birth: January 4, 1992

 Civil Status: Single

 Nationality: Filipino

**WORK EXPERIENCES:**

**2016 – 2017**

**Customer Service Representative at William Hill Online (Sports Betting Company)**

* Responsible in assisting customers thru chat, phone call and emails regarding concerns as to Gaming Sections.
* Updating customers account.
* Validating registration details of the customers.
* Upsell company product/services.

**Marketing Executive at SPORTS BOOKIE (Sports Betting Company)**

* Responsible in creating and planning marketing strategies before deploying.
* Designs, develops and evaluates Marketing characteristics and objectives for cost analyses.
* Initiates market research studies and analyze results
* Does the trade forecasting to ensure profit
* Analyze current market needs and requirements
* Handling all marketing and business development related to work as when assigned including but not limited to the following:
1. Carrying out market research and analysis of data marketing and business development.
2. Enhancing awareness of Company’s profile through, among others, online media, blogging, industry related forums and channels;
3. Translation and/or publication of marketing materials, and participating in marketing strategies planning.

**2015**

**Marketing Officer at CALAMBA DOCTORS’ COLLEGE**

* School to School Career Orientation
* Telemarketing
* Planning Marketing Strategies
* Strategic Distribution and Posting of Print Marketing Paraphernalia (Tarpaulin, Fliers and other giveaways)
* Face-to-Face Presentation to School Heads
* Course Comsultation
* Doing business letters
* Email Blasting
* Text Blasting
* Social Media Marketing ( e.g. Facebook, Websites and Research)
* Hosting Events

**Administrator’s Secretary at CALAMBA DOCTOR’S COLLEGE**

* Presentation, Invitations, Letters and other secretarial task using MS Office.
* Data Entry
* Schedule Meetings and Important appointments of the Administrator
* Preparing Minutes after every meeting.

**2014**

**Accounting Staff/ Admin Assistant at TRIPMART TRAVEL CORPORATION**

* Dispatch Invoices, Preparing/Computing Refunds and Accounts SSS, PAGIBIG, and PHILHEALTH processing.
* Monitors lates and absences of Employees
* Preparing Reports and Presentations

**Internship at EASTWEST RURAL BANK STA. ROSA BRANCH**

* Familiarization to working environment; performing on-the-job training
* Basic Banking Knowledge

**2012** *(Part-Time Jobs)*

**Sales Associate ,Toby’sCalamba** *(Working Student)*

* Sales assistant at SM, Toby’s Sports

**Service Crew at KFC Balibago** *(Working Student)*

* Counter Crew; Taking orders and assisting the guests.

**Student Assistant** at **Calamba Doctors’ College** *(Working Student)*

* Typing, doing Tele-Marketing ; assisting the marketing department of the school

**PROFESSIONAL SKILLS:**

* Good Communication Skills
* Good interpersonal skills.
* Accountability and responsibility
* Good Presentation Skill
* Multitasking
* Organize

**COMPUTER SKILLS:**

* + Knows (MS Word, Excel, PowerPoint, Publisher)
	+ Google Adwords/Analytics
	+ Data entry
	+ Making video presentation
	+ Knows Adobe Photoshop
	+ Social Media Management
	+ Canva
	+ Minor Computer Troubleshooting

**EDUCATIONAL BACKGROUND:**

**Calamba Doctors’ Colleges**, Parian, Calamba City, Laguna

* **BS Business Administraion Major in Marketing Management**

**Pulo National High School**, Pulo, Cabuyao, Laguna

**Pulo Elementary School**, Pulo, Cabuyao, Laguna

**Seminars Attended:**

* *7th CODEB STUDENT SUMMIT with the theme” PRODUCT and PERSONAL BRANDING “held on General Trias Convention and Cultural Arts Center, Cavite on September 18, 2013.*
* *“On to Business Excellence: Nurturing the Young Minds”* Council of Business Students Region 4-ACalabarzon held at Lucena City, *2011*

**Achievements:**

* Vice President, Non-academics, COUNCIL OF BUSINESS STUDENT, REGION 4-A
* President, COUNCIL OF BUSINESS STUDENT, LAGUNA PROVINCE
* Consistent Dean’s Lister at Calamba Doctors’ College.
* Top 13th on overall High school graduates Batch 2009-2010.

**References:**

*Ms. Lucila T. Magalong, DBA, DBE*

School Administrator

Calamba Doctors’ College

Contact No. 09328639762

*Ms .JehanMangahis MBA*

Assistant Administrator

Calamba Doctors’ Hospital

Contact no. 09228904208

*Ms. Chelsea Del Castillo*

HR, Sports Bookie Online

rischelle0803@gmail.com

*I hereby declare that the above statement are true and correct to the best of my knowledge and understanding.*

**APRIL ROSE M. OSMENA**

Applicant