MONALIE A. TULOD

MARKETING SPECIALIST

OBJECTIVE

To pursue a freedom from the normal work that mostly all of us is currently having right now. I wanted to be a freelancer or a virtual employee in the long run. To adapt this new normal and to have a financial freedom using the skills I am passionate about and also to continually enhance this skill through experience that will also benefit the growth of the company I will be working with.

EXPERIENCE

MARKETING SPECIALIST

(May 2019-Present)

Cambyo Car Rental and Services

*Leveraging the internet for marketing thru social media.

*Preparing reports in line with the data's gathered that will help the marketing stratagem of the company in a long run.

*Making graphic design for social media posting.

*Meet clients and discuss the company terms and conditions

CUSTOMER SERVICE REPRESENTATIVE

(October 2020-April 2019)

Teleperformance Philippines (Healthcare Account)

*Supply members with the details about the extent of their health insurance benefits.

*Gives advises to current and prospected members what is the best suitable plans they can have in line with their needs.

*Resolve member's insurance claims and answer questions related to medical benefits information.

*Ensures that member's needs and medicines are taken regularly by giving them reminder phone calls.

TECHNICAL ASSISTANT

(January 2015-January 2018)

Chipbond Ltd. Inc.

*Train newly hired TA's

*Ensures that the product quality is good before passing it to Visual Check department

*Operates and do reports on the newly acquired machine that will be used inside the production area

*Assist Engineers in troubleshooting machine that is used in production.

EXECUTIVE SECRETARY

(December 2013-May 2014)

San Gabriel Inc.

*Filters General Managers schedule and appointments

*Plot travel plans for administrative staffs and managers

*handle company's petty cash

*Delegate and communicates task from the General Manager to his subordinates.

*Double check reports before handling to the General Manager.

*Communicate with the rank and file employees of their problems and resolved

SKILLS

- Marketing
- Customer Service
- Graphic Design
- Production Technical Support

CONTACT

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Consolaacion, Cebu, Philippines

EDUCATION

UNIVERSITY OF CEBU
Bachelors of Science in Management Accounting
2007-2013

TAYUD NATIONAL HIGH SCHOOL
Highschool
2003-2007

Edit with WPS Office