

JEFFREY PANGUITO

SALES AND MARKETING OFFICER

I am a digital savvy, hardworking and organized individual who loves the challenges that my professional role brings. I am an excellent communicator, capable of bringing people onside and delivering projects on time and to budget. With experiences acquired in global institutions, I am capable of adapting quickly and thinking creatively as part of a team.



EXPERIENCE

2008 - 2009

FullerLife Direct Selling Phils., Inc

BRANCH OPERATIONS SPECIALIST

Assisted the Branch Operations Supervisor in accomplishing branch operations tasks, such as coordinating up-to-date promotions, product inventory management, and meeting the monthly Branch Collection Rating goals. I have interviewed and oriented several registered direct sellers.

2010 - 2014

Emma-Philippines, Inc. (ESM Manila)

**ADMINISTRATIVE AFFAIRS,
COMMUNICATION AND PROMOTIONS
COORDINATOR**

Responsible for coordinating logistical requirements, managing and organizing files, and coordinating and supervising the building maintenance, supplies, and safety protocols. I have managed the website and social media account contents, chief editor for the newsletter, and have been involved in the planning and execution of the calendar of events. I was also responsible for the various internal and external correspondence.

2015 - Present

Christian Life Community of the Philippines, Inc

SALES AND MARKETING OFFICER

Responsible for expanding the client market, studying the trends in sales, ensuring sustainable growth in revenues, developing and executing marketing strategies, and managing the organization's website and social media accounts-making sure it is always up-to-date.

EDUCATION

2004 - 2008

University of Rizal System - Pililla

Bachelor of Science in Business
Administration major in Marketing

SKILLS

Good communication



Digital Marketing tool



Trend Forecasting



CONTACT

 +63 9186037078

 jepoipoito@gmail.com

 Mayamot, Antipolo City, Philippines