

CHARISSE B. SORIANO

Administrative Assistant

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CSJDM Bulacan, Philippines

About me

I am a passionate and hardworking employee who excels in multitasking. I am a quick learner and a skilled problem solver. My meticulous attention to detail ensures accuracy in all aspects of my work. With excellent oral communication skills, I am adept at effectively conveying ideas and information to others. I am known for my flexibility and positive attitude, and I often greet challenges with a smile. As a reliable and dependable team player, I consistently contribute to the success of the team.

Skills

Sales & Marketing: Digital, E-commerce, Social Media, Customer Support (CRM)
Multimedia: Photoshop, Illustrator, Canva, Video Editing, Wordpress, Wix, Duda
Administrative: MS Office, Peachtree Accounting, Invoicing, Phone Operator, Organizing

Experience

Admin / Marketing Manager (Digital Printing) / Marketing & Graphics (Full-time)
Ronrox Corporation March 2005 to April 2023 (Full-Time)

2005-2023

- Assign, manage, and train workers, ensuring they have a clear understanding of their duties and perform them effectively.
- Check inventory levels, place orders, organize merchandise, and manage inventory to maintain adequate stock levels and a well-organized sales floor.
- Provide exceptional customer support by actively selling and explaining products, as well as promptly addressing customer concerns and complaints.
- Prepare comprehensive reports on sales volumes, merchandising activities, personnel-related matters, and marketing initiatives.
- Marketing: Create brochures, flyers, and social media posts to promote products and services effectively. Plan and schedule marketing task.
- Graphics: Design marketing materials, labels and mock-ups, Video Editing too.
- Machine Operator / Maintenance: Operate equipment such as printers, fax machines, PABX systems, laminators, copying machines, heat presses, large format printer and plotters to support production and marketing needs.

Digital Marketing Analyst (Part-time)

Centennial Food Corporation April 2021 to May 2023

2021-2023

- Manage and Plan Social Media, Website, E-commerce, Exhibits, Customer Support, Advertisement and Promotions.
- Creating Video Commercial for Social media, website, presentations.
- Designing Product Labels and other Marketing Materials.

Education

Associate Degree in Computer Information Technology
Department of Science and Technology Full Scholarship Awardee
Rizal Technological University 2023

Certificates

- Data Analytics Foundation: Data – Coursera Year 2022
- Completion of New Front Office – Tesda Year 2022
- Community Health Worker Program - Harvard X Year 2021
- Complete Course in Digital Marketing – Udemy Year 2000

Language

Tagalog | Conversational English