

# COURTNEY ISIS L. TOLEDO

toledocourtney16@gmail.com

LinkedIn: [linkedin.com/in/courtneyisis-toledo](https://www.linkedin.com/in/courtneyisis-toledo)

+61493 569 173

Pursuing a Master of Business Administration with a specialisation in Digital Management at Kaplan Business School - Adelaide, South Australia, my expertise spans various facets of marketing. My passion lies in finding a dynamic company where I can foster personal growth and excel in what I am most passionate about - marketing.

## EDUCATION

- 10/2022 - 06/2024 **Masters (Current)**  
Kaplan Business School – Adelaide SA Campus  
Master of Business Administration major in Digital Management
- 11/2015 - 12/2020 **Tertiary**  
Cavite State University – Main Campus  
Bachelor of Science in Business Management major in Marketing Management

## SKILLS

- Effective and fluent in English with commendable communication skills.
- Proven experience in the different areas of marketing.
- Proven experience in managing and organising events.
- Knowledgeable in SEO/SEM and SEO tools
- Proven experience in social media marketing, google ads management and digital marketing as a whole
- Experience in content creation including copy and graphics
- Canva proficient and Basic Adobe Photoshop
- Knowledgeable in market research and analysis
- Proven management experience
- Well versed in Microsoft Office, CRM, and other corporate tools/software.
- Highly organised and with keen attention to details.
- Eager to learn, be trained, and with a high sense of commitment and responsibility.

## WORK HISTORY

- 07/2023 - Present **Digital Marketing AOK**  
Digital Marketing Support Specialist
- 11/2022 - Present **IKEA Pty. Ltd. - Adelaide (Part Time)**  
Customer Relations/After sales and Checkouts
- 09/2021 - 08/2022 **RHC Builders Warehouse (Large Retail Format)**  
Marketing Manager
- 01/2021 - 09/2021 **Leadspring (Digital Marketing Services)**  
Outreach Marketing Assistant

07/2020 - 01/2021

**RHC Builders Warehouse** (Large Retail Format)  
Assistant Marketing Manager

06/2019 - 06/2020

**Dayanan Business Consultancy Services Inc.,** (Working Student)

Marketing Assistant (07/ 2019 – 06/ 2020)  
On-the-job Trainee/Internship (06/2019 - 07/2019)

**Israel Chamber of Commerce of the Philippines**  
**(Under Dayanan International Business Consultancy Services Inc.)**

Marketing and Events Coordinator (07/ 2019 – 06/ 2020)

**ICCP Events Attended and Assisted:**

- ICCP Networking Night: Connecting Professionals and Businesses
- Israel Innovation in Water Business Forum
- 24<sup>th</sup> ICCP General Membership Meeting: Economic Forecast 2020
- ICCP's Networking Dinner For a Cause
- ICCP's Networking Night

08/2015 - 05/2016

**McDonald's Olivarez Tagaytay PH** (Working Student)  
Service Crew

**Visa:** Student Visa Subclass 500

*Character references available upon request.*