



Rose Marianne Sagum

IT | DATA | PROJECT SPECIALIST

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OBJECTIVE

To obtain an opportunity that allows me to utilize my IT background and strengths in data management, project coordination, and reporting. With proven experience in project execution and client servicing, I aim to deliver reliable solutions, improve operational workflows, and further develop my skills in data analysis and information systems.

KEY COMPETENCIES

- **Technical Skills:** Data Management (Excel, Google Sheet, SQL), Project Management (Monday.com, Trello, ClickUp), Presentation & Documentation (PowerPoint, Canva) & Word.
- **Soft Skills:** Detail-Oriented & Data Accuracy, Analytical & Problem-Solving, Adaptability & Resilience, Collaboration & Teamwork, Time Management & Organization

PROFESSIONAL EXPERIENCE

PROJECT SPECIALIST

Activasia, Inc. – Unilever Philippines Inc.

February 2025 - September 2025

2nd Ave BGC, Taguig City

- Coordinated supplier and warehouse operations to ensure on-time and complete execution of Unilever launch and merchandising deliveries.
- Acted as the primary point of contact between clients, suppliers, and warehouse teams, addressing concerns and ensuring compliance with job orders and allocations.
- Monitored and managed promo activities; like applying new permits/ammendments, making mock ups and banding guidelines for promo execution, and resolved discrepancies to maintain accurate stock levels in their warehouse system.
- Ensured end-to-end process while promptly addressing inquiries to ensure high client satisfaction.

PURCHASING ASSISTANT

Medcore Plus Enterprise

June 2024 - February 2025

Cabanatuan City, Nueva Ecija

- Maintained accurate physical and digital inventory records, ensuring efficient tracking of equipment movement in and out.
- Streamlined sales and order monitoring processes, keeping records consistently updated for smooth operations.
- Handled major client communications, including email correspondence, invoicing, purchase orders, and delivery receipts.
- Oversaw logistics and delivery processes, ensuring accuracy and timeliness to support reliable operations.

IT Intern

Bureau of Fire Protection

January - April 2024

Cabanatuan City, Nueva Ecija

- Made Official Receipt, Assist and Collect fire code fee collection, Encode and Compute collected payment for monthly report.
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EDUCATION

Bachelor of Science in Information Technology

Major in Web Systems Technology

Nueva Ecija University of Science and Technology - Sumacab Campus

August 2020 - July 2024

Cabanatuan City, Nueva Ecija

Information and Communication Technology (ICT Strand)

Academic Excellence Awardee – With Honors

Bartolome Sanggalang National High School

June 2018 - April 2020

Guimba, Nueva Ecija

ORGANIZATIONS

President | WebTech Society

August 2023 - June 2024

Nueva Ecija University of Science and Technology - Sumacab Campus

- Organized tutorial sessions to enhance academic learning and peer support.
- Coordinated and supported events in collaboration with other organizations and the university to promote student development and knowledge sharing.

SK Secretary & TFYD | Sangguniang Kabataan

April 2016 - June 2023

Balingog East, Guimba

- Documented minutes of meetings during Barangay Assemblies and supported youth leadership initiatives, relief operations, and barangay programs.
- Participated in activities focused on capability-building, health, leadership, life skills, environmental protection, and disaster preparedness.

CERTIFICATIONS

IT Specialist - HTML and CSS | International Exam - Certiport

December 2023

- Achieved international certification in HTML and CSS, validating my foundational IT knowledge and technical competence. This certification demonstrates my ability to apply structured and styled web concepts that support various IT and data-related roles.

CHARACTER REFERENCES

Name: SFO1 Cathleen G Santos

Position: Senior Fire Office I

Company: Bureau of Fire Protection - Cabanatuan City Fire Station

Contact: +639-2640-20822

Name: Rachelle Camille Villanueva

Position: HR Assistant

Company: Medcore Plus Enterprisers

Contact: +639-9222-76970

Name: Melgine M. Bauat

Position: Assistant Professor III / Adviser-WebTech Organization

Company: Nueva Ecija University of Science and Technology - Sumacab Campus

Contact: +639-1633-42934

Name: Ronald B. Albano

Position: Data Analyst I / Mentor

Company: Insight I

Contact: +639-9931-57637

Name: Marco G. Aguinaldo

Position: SK Chairman

Company: Sangguniang Kabataan - Balingog East

Contact: +639-1542-90941

Name: Arcelyn Balingan

Position: Operations Supervisor / Planner

Company: Activasia, Inc.

Contact: +639-1534-19188