

GENKENT D. PAGNANAWON

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Professional Summary



A highly talented, detail-oriented individual who strives in fast-paced, virtual environments with established procedures and practices that meet customer expectations. Experienced in creating an effective, organized, environment in which I excel at focusing time on providing top-level support, resolving issues, and developing relationships to ensure loyalty and growth. Unique skill set offering exceptional organizational skills while ensuring satisfactory performance. Offering three [2] years of experience providing quality inside sales support, administration, and leadership to clients.

Skills

IT SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Word Processing
- Adobe Photoshop
- Internet Applications
- Security and Privacy
- Data Entry
- Basic Web Navigation
- Still Graphics Design

SECRETARIAL SKILLS

- Management and Documentation
- Attention to Detail Arranging
- Appointments Assertiveness
- Typing, preparing collating
- Reports Flexibility Following
- New Procedures and Systems
- Negotiation Skills

COMMUNICATION SKILLS

- Team Coordination
- Leadership Skills and Public Relations
- Emotional Intelligence
- Non-verbal Communication
- Open-Mindedness
- Listening Skills
- Asking Good Questions
- Volume and Clarity

Software / Online Tools and Platforms

- CRM (XenCall, Mojo, Vortex, Podio, Callrail, etc.)
- Squarespace

- Google docs / Google forms Microsoft office
- Pinterest
- Canva
- Podcast
- Social media (TikTok, Instagram, etc.)

Work History

SNL MEDIA July 2022 – March 2024

Social Media Manager

- To ensure the timeline adherence, production, and operations are on schedule
- Planning for design productions
- Executing business campaigns
- Supervising social media posting
- Handling community engagements
- Assisting business events
- Penetrating different markets for potential leads and collaborators.

E-MEDIA PHILIPPINES February 2020- April 2021

Social Media Manager

- Create content for social media platforms and submit weekly and monthly reports on post reachability and visibility.
- Plan and act on making Post Intervention to widen the social media audience.
- To ensure the timeline adherence, production, and operations are on schedule
- Planning for design productions
- Executing business campaigns
- Supervising social media posting
- Handling community engagement Relevant Certification and Trainings

Education

- Mohon Elementary School
- Mohon (Divino Amore) National Senior High School -TVL ICT-CSS

Sample

Works: <https://drive.google.com/drive/folders/16AupYXgix7vBR6xP6aM5UxfcUq1FgVkA?usp=sharing>