

JOHNSEL E. RONQUILLO

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EDUCATION

B.S. Business Administration Major in Marketing Management

Rosario, Batangas

Batangas State University

Graduation date: July 2023

- Organizations/Awards: Honors, GWA 1.9, Upright Marketing Organization

WORK EXPERIENCE

Administrative staff | Internship

LGU Taysan Batangas

MDRRMO Department

Dates: February to June 2023

- Accomplished administrative tasks such as processing papers, organizing documentation and updating inventory records to ensure accuracy and efficiency in inventory management.
- Developed eye-catching campaign materials utilizing Canva to drive their awareness campaign forward.
- Provided support for various events, including trainings and symposiums.
- Supported on inventory auditing and replenishment of supplies within the department.

ORGANIZATIONS, PROJECTS, & LEADERSHIP EXPERIENCE

Student

Batangas State University

Dates: 2019

- Delivered a comprehensive case study centering on the corporate responsibility of tobacco corporations during an event hosted by the Upright Marketing organization.
- Took the lead in orchestrating a team project aimed at crafting and showcasing an event plan for the student organization.
- I've been involved in an organization dedicated to planning and hosting events geared towards students' interests and engagement.
- Participated in organizational competitions, showcasing skills such as on-the-spot sales pitching.

SKILLS & INTERESTS

Software/Tools:

Microsoft Suite, Canva, Open Broadcaster Software (OBS), Google Workspace, Social Media, AI, Google analytics.

Technical Skills:

Mobile Video Editing, Computer skills, Copywriting, Basic Analytics Interpretation, Presentation Skills, Basic Data Entry, Social Media Management, Basic Graphic Design, Online Survey Creation

Interpersonal Skills:

Team Player, Responsible, Time Management, Attention to Detail

Languages:

English, Filipino

Fields of Interest:

Visual Media, Music, Internet culture, Content creation, Travel, Exploring, Learning.