**LUIS TITUS B. ALDEA**

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**Education**

**CUNY Borough of Manhattan Community College, New York** 2019-Present

A.S. Computer Science

**DE LA SALLE - COLLEGE OF SAINT BENILDE, Manila Philippines** 2013-2016

Bachelor of Science in Business Administration Major in Export

Management

**LA CONSOLACION COLLEGE MANILA, Manila Philippines** 2007-2013

Primary and Secondary Education

**NAZARETH SCHOOL, Manila Philippines** 2003-2007

Primary Education

**Work Experience**

**Canon Business Process Services - Office Representative** June 2018 - Present

* Responsible for the daily and monthly reports of Sidley Austin’s mail room and having good relationship with Sidley Austin LLP’s affiliated couriers.
* Also responsible for the tracking of the packages, making sure that the stocks are all up to date and responsible for the delivery of the packages of Sidley Austin to their other sites.
* Assisting employees regarding their mailing and package concerns.
* Purely customer service

**GAP Inc. – Part Time Employee Associate** April 22, 2018 – July 2018

* Handling Time Log Sheets of the Employees, Employee’s Radio & Scanners
* Replenish and Prepare the Store for opening
* Providing customers with excellent customer service.

**Wendy’s Philippines – Business Development Officer** September 2017 – March 2018

* Find new sites for Wendy’s Store all over the Philippines.
* Study and analyze the target site’s market and location.
* Handles Sub Franchisee concerns and requirements.
* Store Visit - monitor and providing feedback regarding our store’s employees.
* Provide Weekly and Monthly Report – where can we expand our brand and what location needs to be developed.

**Zazu Lending Investor Corporation – Marketing Officer** | April – September 2017

* Monitoring Zazu Lending Investor Corporation’s social media sites and Email
* Providing Client’s daily report.
* Setting up meetings with clients, database maintenance and answering client concerns

**Primer Group of Companies (Jansport Philippines) – Intern** | May-June 2016

* Provide competitors’ analysis report – particularly its promotions and other marketing efforts online and on-ground.
* Helped in monitoring and reporting Jansport’s unauthorized resellers.
* Store and market visit. Also assisted in identify saleable items and suggest ways on how to improve store display.
* Support in Marketing Activities of brand, packing and sending collateral.
* Helped in organizing the company’s events
* Answering client concerns

**SKILLS**

* Proficient in Microsoft Offices (Word, PowerPoint, Excel, Outlook, Visio)
* Strong leadership qualities within group environment
* Ability to work in a organized and timely manner
* Fluent in English, Tagalog

**EXTRA-CURRICULAR ACTIVITIES**

* Member, Export Management Society (2013- 2016)
* Champion Participant, EX.TRE.ME CHALLENGE ver. 8.0 (April 2015)

**Certificate**

* Google IT Support Professional Certificate