



Ronan Mark S. Ordonez

 Blk 6 Lot 70 Phase 5 Meteors St. Garden Villas 3 Sta Rosa, Laguna
 (+63) 977- 4613823
 ronanclark.ordonez@gmail.com

EXECUTIVE SUMMARY

- Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity.
- An organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.
- Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

KEY SKILLS

Communication Skills (listening, verbal, written)

- Exceptional listener and communicator who effectively conveys information verbally and in writing.

Analytical/Research Skills

- Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.

Computer Literacy

- Proficiency in Microsoft Office (Word, Excel, and PowerPoint)

Flexibility/Adaptability/Managing Multiple Priorities

- Flexible team player who thrives in environments requiring the ability to prioritize and juggle multiple concurrent projects effectively.

Presentation Skills

- Ability to present a structured, prepared, and speech-based means of communicating information, ideas, or arguments to a group of interested people to inform or persuade them
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EDUCATION

Mapua Malayan Colleges Laguna - *B.S. Multimedia Design Major in Graphic Design 2022 - Present*

University of Perpetual Help College Binan - *Senior Highschool (HUMSS strand) 2020 - 2022*

Holy Rosary College - *Junior Highschool 2016 - 2020*

Holy Rosary College - *Elementary Education 2010 - 2016*

TRAINING

Mapua Malayan Colleges Laguna -

Principles of Photo Composition and Digital Image Post-Production (Coursera) - May 9, 2023

Coding for Designers, Managers & Entrepreneurs I (Coursera) - May 19, 2023

EXPERIENCE

Greylock Resources Inc. - *Telesales Agent/Social Media Representative 2022 - Present*