



Elijah Salas Pangilinan

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Present Address:

blk 2 lot 10 alberto st. windsor heights tolentino east, tagaytay
city 4120, Cavite, Philippines

Basic Information

Age 25	Birth Date Dec 11, 1997	Gender Male	Civil Status Single
Height (cm) 167.64	Weight (kg) 89	Nationality Filipino	Religion Christianity - Catholic

Work Experience

I have been working for 3.1 years

Feb 2021 - PRESENT
(2 Years, 3 Months)

Graphic Designer and Admin Assistant

FL Tagaytay Restaurant Corporation

Food & Beverage / Catering / Restaurant

Kaybagal South, Tagaytay City

- Provides administrative support to ensure efficient operation of office.
- Carries out administrative duties such as filing, typing, copying, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Supports team by performing tasks related to organization and strong communication.
- Contributes to team effort by accomplishing related results as needed.
- Managing cash fund entrusted by Manager Supporting department managers, staff, and CEO Managing office supplies and ordering new supplies as needed.
- Releasing check payments for valued suppliers
- Recording daily sales on company's data base
- Design graphics for use in media products such as magazines, labels, advertising and signage.
- Developing concepts, graphics and layouts for product illustrations, company logos and websites determining size and arrangement of copy and illustrative material, as well as font style and size preparing rough drafts of material based on an agreed brief
- Reviewing final layouts and suggesting improvements if required
- Prepares work to be accomplished by gathering information and materials
- Plans concept by studying information and materials
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Prepares final layout by marking and pasting up finished copy and art.
- Performs other duties, clerical work as required or assigned.

May 2020 - Feb 2021
(9 Months, 4 Weeks)

Freelance Graphic Designer and Event Photographer

Self Employed

Others

Manila Philippines

- As a freelance visual or graphic designer, I work with your clients to create illustrations and images for them. By using computer applications and software, you develop layouts and sketches that bring their ideas to life.
- taking photographs as self-employed photographer. It requires meeting contract specifications, including shot lists set by clients and specific to each of them. Simply put, freelance photography entails being a lens for hire.

Educational Attainment

Jun 2014 - May 2019

Colegio de San Juan De Letran

Bachelor's / College Degree

Marketing Management

Government Documents

Passport

ID Number: P3015283C

Place of Issue: DFA MANILA

Date of Expiration: Jan 20, 2033

Trainings / Seminars

Jul 24, 2020 - Aug 25, 2020

Photoshop Mastery: Zero to Hero

Filipino Online Professionals Service Cooperative — FOPSCo Academy
Online Training - Webinar Session

May 18, 2020 - Jun 04, 2020

DigitalJobsPH Training - Fundamentals of Digital Marketing Course

Department of Information and Communication Technology
Online Training - Webinar Session