**NADINE FELICE CO**

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**CAREER OBJECTIVE**

To obtain a career with a leading company that provides the opportunity to apply my knowledge and skills in Public Relations, Brand Management, and Marketing, as well as to further

**EDUCATION**

2013 - 2017 **ATENEO DE MANILA UNIVERSITY**, Quezon City

Bachelor of Science - Major in Business Management

Jun. - Aug. 2015 **Hong Kong University of Science and Technology**, Hong Kong

Marketing Management Course

2009 - 2013 **GRACE CHRISTIAN COLLEGE**, Quezon City

**WORK EXPERIENCE**

Nov. 2018 – Dec. 2018 **Sunnies Studios**

Public Relations Intern

* Assisted the @dearsunniessanta initiative by managing the Instagram

Aug. 2018 – Nov. 2018 **M**•**A**•**C COSMETICS (ESTEE LAUDER COMPANIES)**

Public Relations and Artist Relations Trainee

* Product Seeding to publications and public personalities
* Responsible for inviting influencers during the MAC events
* Manages MAC make-up artists for sponsored shoots and events

Aug. 2017 – Jan. 2018 **PRUDENTIAL GUARANTEE AND ASSURANCE INC.**  
 Management Trainee

* Rotated in 4 different departments of the company (IT, Motorcar, Fire, Bonds)
* Assisted clients with policy issues

**EXTRA CURRICULAR**

June 2015 – Dec. 2015 **AIESEC AdMU**

Director for Global Talent Program (GTP)

* Spearheaded operations for the GTP program- a program aimed to provide internship opportunities to foreigners
* Pitched to companies, secured partnership deals, interviewed and shortlisted foreign internship applicants

**SKILLS AND COMPETENCIES**

* Native proficiency in English, Conversational proficiency in Hokkien, Mandarin Chinese, and Tagalog
* MS Office (Word, Powerpoint, Excel)
* Video editing abilities via Final Cut Pro X, graphic design abilities via Adobe Photoshop CC
* Social media skills in content creation (Owns a Youtube channel under the name “Nadine Felice”
* Administrative work, flexibility and reliability, time management, written/verbal communication skills, relationship building, organization

**REFERENCES**

* Available upon request