

Regil Austin Diaz

778 926 6343 | regil.diaz12@gmail.com | British Columbia

Summary

Marketing major with experience in social media marketing, auditing, and people management. With strong organizational skills that leads and influences a safe and productive work environment. Always willing to learn and have a growth mindset.

Skills

Adobe Photoshop, Adobe Premiere, Canva, Microsoft 365 (Excel, Word, Powerpoint), Basic HTML

Experience

UR&R Corporation | Cataman Northern Samar, Philippines

Assistant Manager | 09/2019 - Present

- Managed and processed confidential documents with precision and discretion.
- Oversaw purchasing and sales of products.
- Responsible for conducting bank-to-bank transfers, and issuing checks and cash.
- Managed payroll for a workforce of more than 40 employees.

RUD Shell Service Station | Cataman Northern Samar, Philippines

Auditor | 09/2019 - Present

- Supervised in making customer billings for the company.
- In charge of checking over 30 billing accounts between three different stations to be billed to the customer.
- Responsible for compiling and organizing customer billings and company billings.
- Guided new office staff on how to work on billing statements of customers.

MCA Music Inc. (Universal Music Philippines) | Pasig, Metro Manila

On the Job Trainee | 06/2018 - 07/2018

- Responsible for creating social media marketing collateral for local music artists.
- Assisted in reaching out to influencers to collaborate with on promoting new song releases of local music artists.
- Conducted research to identify pertinent information for the development of effective marketing strategies.
- Assisted in doing office tasks around the office.

Education

De La Salle University | Manila, Metro Manila

Bachelor of Science in Marketing Management | 02/2019

Organizations joined;

Young Entrepreneurs Society (YES)

- Assistant Vice President for Linkages AY 2016-2017
 - Initiated partnerships with other organizations in and outside of school.
 - Spearheaded a seminar called Campus Swap with Enderun Entrepreneurs Society (EES). Had 25 participants between EES and YES.
 - Assisted in handling seminars that are related to Entrepreneurship.
- Assistant Vice President for Communications AY 2017-2018
 - In charge of communicating information to both members and officers of the organizations.
 - Composed copies of social media posts for the organization.

Certificates

Shell Service Initiative for Team Excellence training (2017), Basic Occupational Safety and Health training (2019)