

Cover Letter

Dear Sir/Madam,

I am writing in reference to the opening for Digital Marketing Specialist at your Organization. I am a Business Management professional with skills in Program development, and training. So far to develop my career:

- While working at Toronto Road Shows I was responsible for training group of 6 trainees.
- I have spearheaded the online marketing and direct marketing for Concept and Competence.
- I have worked in a high octane corporate environment for Atos India Pvt. Ltd. as an Associate Engineer.

Currently, I am seeking employment with a company that I can grow and hone my skills. I truly admire and believe in the “whatever-it-takes” attitude. Apart from gaining the valuable skill of problem solving under pressure, I am also trying to improve my interpersonal skills. I found out that interacting with people is one of my strong points.

I want to reiterate my strong interest in working with you and your staff. My resume is attached along with this mail. Please feel free to contact me on +1-647-291-4287 or ea.rumao@gmail.com if I can provide you with any additional information and references.

Thank you.

Sincerely,
Ernest A. Rumao

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606, 419 Markham Road, Scarborough, ON, M1J 3E1
ea.rumao@gmail.com, +1-647-291-4287

QUALIFICATIONS SUMMARY:

- Highly productive, result oriented professional with an enthusiastic attitude.
 - Proficient in using HTML/CSS .
 - Microsoft certified in PYTHON , Django , SQL & JavaScript and Google Analytics certified.
 - Knowledge in Github, Visual studio, GIMP, Raw Therapee, Linux & Windows.
 - CIFFA certification. (Pursuing)
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EXPERIENCE

Trainee Manager , Toronto Road Shows (Canada)

July 2016- September 2016 (Part Time)

- While working at Toronto Road Shows I was responsible for increasing direct sales by 12%.
- Provided Customer service and Market research to provide better target market.
- Conducted training and guidance to the team of six employees and leading the team.
- Used Excel and Outlook to strategize and send weekly report to Manager.

Project Manager (Marketing), Concept and Competence

December 2015- March 2016

- Online marketing and booking dates and meeting with Clients.
- Giving presentations to Colleges and schools.
- Successfully completed Advertising in Social Media and Online Marketing campaign using Google Analytics and Google AdWords.
- Used Microsoft Project and Microsoft Access to track and report the progress to management.

Associate Engineer, Atos India Pvt. Ltd.

June 2014 – December 2015

- While working at Atos I was promoted to Associate Engineer from Trainee position.
 - Worked on Operation Service Desk(OSD) and Solution Manager (SOLMAN) tools.
 - Coordinating with Clients and Consultants and handling of escalations and High Priority issues.
 - Preparing daily reports using Excel and extracting data from CSV & XML files.
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EDUCATION

Post Graduate Diploma in Freight Forwarding and Logistics,

May 2017- August 2017

St. Clair College, Ontario, Canada.

Post Graduate Diploma in International Business Management,

May 2016- April 2017

St. Clair College, Ontario, Canada.

Bachelor of Commerce,

2011- 2014

Chhatrapati Shahu Ji Maharaj University, Kanpur.

CERTIFICATION

HTML & CSS by Code Academy.

PYTHON, Django, SQL & JavaScript by MICROSOFT.

Google Analytics by GOOGLE

CIFFA (Pursuing)

COMPUTER SKILLS & KNOWLEDGE IN:

Software: Microsoft Office suite, Excel, MS Access, Microsoft Project, GIMP, Raw Therapee, Tally.

Programming Languages: PYTHON, Django, HTML & CSS, SQL & JavaScript