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**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 **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)

**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.

**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