

Sylvia Anth H. Kahambing

Lot 2 Block 4 NHA Subdivision, Busay Heights, Cebu City, Cebu, 6000
Phone: + 63 923 553 9127 E-Mail: skahambing@gmail.com



Objective

To seek for a career that will utilize the knowledge I acquired in the university, to contribute in achieving organization's goals, and acquire experience that will develop my personal and professional growth.

Experience

Intern at Graphic FX Advertising & Designs Inc.

July 2013 - Dec 2013

Assisted the production team during events such as product launching and seminars.

Created marketing plans for the company's clients.

Assisted the staff in administrative tasks.

Online English Tutor - Langrich On Inc.

January 2013 - April 2013

Taught English to students of different ages through the use of Skype.

3rd Party Researcher - Primary Properties Corp.

June 2012; November 2012

Assisted in the Semi Annual Tenant Survey

CSR - Aegis People Support

April 2012-May 2012

Aided customers transact their orders over the phone.

Provided resolutions to customer's issues on products.

Education

University of the Philippines - Cebu College

2009 - present

Bachelor of Science in Management - 4th year

Affiliations

Member	Management Circle	2009 up to present
Member	JFINEX	2009 up to present
Member	UP The Movement	2011 up to 2013

Skills

Computer and Technical Skills

- ☐ Demonstrated proficiency in using MS Office
- ☐ Created a database for an existing micro-enterprise using Visual Basic 6

- Used digital cameras and video cameras in making a short movie

Marketing, Selling and Advertising Skills

- Developed an advertising plan for Green Home Cebu
- Developed a marketing plan for Julie's Bakeshop
- Experienced telemarketing and selling products over the phone
- Assisted a company in conducting its Semi-Annual Tenant Survey
- Analyzed and solved a number of case studies of different local and international companies

Communication Skills

- Communicated with different people- different religion, races, etc.
- Studied oral communication as part of the course.
- Good speaking skills and writing ability.

Character Reference:

Prof. Teresita Rodriguez

Management Cluster

University of the Philippines Cebu College

Contact No. : +63-917-620-6719