



JORDANNA A. CUÑADO

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CAREER OBJECTIVES

To gain work experience and the opportunity to apply knowledge, skills, and attitude acquired in BFA Advertising Arts in providing quality customer service. To excel in the chosen field of work, enrich interpersonal skills, and meet the expectations and objectives of the company/institution.

EDUCATION

March 2012	Graduated Bachelor of Fine Arts major in Advertising Arts University of San Carlos-TC Nasipit, Talamban Cebu City
March 2007	Graduated Secondary Education Saint Joseph College Tunga-tunga, Maasin City So. Leyte
March 2003	Graduated Elementary Education Maasin Christian Academy Mambajao, Maasin City So. Leyte

WORK EXPERIENCE

Freelance Graphic artist at HJD Contruction
Freelance Photographer
1 month experience as Receptionist
Marketing Assistant, J Centre Mall, A.S.Fortuna St. Mandaue City, May 2012 until January 2013
Art teacher at Jhine Music and Art Center Philippines, April- May 2013
Sales and Marketing Assistant, Intellicare Cebu (Asalus Corporation), Metrobank plaza Osmeña Blvd. Cebu City,

RECENT JOB RESPONSIBILITIES

- Accounts monitoring
- Organizes bidding requirements for government accounts
- Prepares weekly reports on proposal issued to clients
- Prepares reportorial requirements in behalf of Cebu sales and Marketing group.
- Communicates with brokers/agents thru emails and calls

SKILLS AND QUALIFICATION

- Team Player
- Computer Literate
- Familiar with different software such as MS Word, MS PowerPoint, MS Excel ,Adobe Photoshop, Adobe Illustrator, Adobe Indesign
- Fast learner and hardworking
- Good Interpersonal Relationship
- Trainable and Flexible
- Can communicate in English, Filipino and Visayan Dialect

SEMINARS/ TRAININGS ATTENDED

- Seminar and Workshop on Packaging and Labeling of Dalaguete Delicacies at Dalaguete , Cebu. 2012
- Seminar: Advertising Congress, CAFA building at University Of San Carlos TC, 2009
- A Digital Design Conference "VISUAL", Nov. 2009
- DTI Public Consultation/Hearing on the proposed Dao for Rationalization of fines, Oct. 23, 2012 at Harold's Hotel Function room.
- S4 Super Sales Seminar for Sales Professionals, Oct. 13, 2012 at JCM Convention Hall
- Visual Graphic Design Conference, Feb. 9, 2013 at SM Cinema 2, SM City Cebu
- PMAP Conference, August 22-23, 2013 at Radisson Blu Hotel
- International Contact Center Conference and Expo 2013, August 28-30, 2013, Radisson Blu Hotel

PERSONAL INFORMATION

Nationality: Filipino

Status: Single

Gender: Female

Birth date: January 4, 1990

Languages: English, Filipino, Cebuano

Birthplace: Cebu City Philippines

Height: 5' 4" ft

Religion: Roman Catholic

REFERENCES:

1. **Mrs. Araceli Jayne Canonigo-Culibra, MMBM**
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