



Hazel Borres Apuhin

Skype and Email: vinsoy.hazel@gmail.com

Phone: +639560054300

To be part of a meritorious company that enhances my professional growth and advancement.
To be able to further my skills and to share my knowledge and ability as well.

KEY SKILLS:

- Consistent ability to meet deadlines and prioritize whilst maintaining a high standard of completion
- Driven and results-orientated
- Communication to all levels with excellent sales skills
- Excellent written English; articulate and confident in speech
- Effective sales and negotiation skills
- Ability to assertively approach up sells
- Ability to multitask and work under pressure
- Excellent project management skills
- Can work independently and a team player as well
- Strong organizational, planning, problem solving, and decision-making skills
- Proactive and tenacious approach to projects and challenges
- Strong team management and partnership management skills
- Strong knowledge of affiliate platforms and programmes
- Passion for affiliate marketing and the wider digital industry
- A good understanding of the whole digital marketing mix
- A good working knowledge of the latest affiliate marketing and online partnerships trends
- High standard of computer literacy, well-versed in computer application (MS Word, MS Excel, PowerPoint and Autocad 2D and 3D)
- HTML, CSS, Bootstrap, jQuery, JavaScript, PHP and Laravel proficient
- Ability to work on flexible schedules, which may include working on weekends

WORK EXPERIENCE:

FREELANCE

- **AFFILIATE MARKETING MANAGER**

SEMANTIC MASTERY (3 years)

- Manage relationships with the affiliate partners
- Research and source new affiliate opportunities and partners
- Stay up to date with the latest affiliate marketing trends
- Set-up projects and collaborate with the creative teams to create affiliate marketing material
- Work with the team to deploy and optimize campaigns through the affiliate marketing channel
- Overseeing subordinates (video technicians, graphic artists and press release writers), gauging their work, making sure we are on schedule
- Oversee all affiliate campaigns
- Deliver affiliate marketing reports to senior management

- **ADMIN ASSISTANT**

BLASTOSTITCH INC. (2 years 8mos)

- Managing contact lists/leads
- Sending newsletters
- Performing market research
- Identifying new business opportunities and providing customer service
- Update products online (wordpress) on several websites
- Manages facebook, twitter, pinterest, fiverr and other social media accounts of client
- Handling emails on technical or product related enquiries
- Troubleshoot technical issues on members log-ins and or fixing the downloadable links
- Basic website maintenance

- **ADMIN ASSISTANT AND WEBSITE ADMIN**

Biddytarot.com (9months)

- Responds to email and chat inquiries and product related concerns
- Setting up customers new account into the system and making sure they are familiar and can navigate the platform
- Checking members posts and attending to their immediate concern
- Setting up email threads and autoresponders
- Excel work
- Basic website maintenance

CALL CENTER EXPERIENCES

- **IT Helpdesk Analyst**

XEROX and Stefanini

- Provide Service Desk Support for *Xerox* and *Ernst and Young* employees
- Provide Active Directory support for all users
- Provides MS Office, MS Outlook and exchange server support
- Provides VPN support and email support for corporate mobile devices

- **Technical Support Representative**

Startek International Limited and West Contact Services

- Supports *At&T U-verse* and *Cincinnati Bell* customers

- **Customer Service Representative**

Transcom North America and Asia and Telephilippines Inc

- Supports *Comcast*, *Sprint* and *Expedia* customers

EDUCATIONAL BACKGROUND:

- **Certification in Autocad 2D and 3D**

TESDA, Talisay City Negros Occidental (2013)

- **B. S. Electronics and Communications Engineering**

University of St. La Salle- Bacolod (2011 to 2013)

Technological University of the Philippines Visayas (2003 to 2006)

PERSONAL DATA:

BIRTH DATE: 16th of October 1986
PLACE OF BIRTH: San Carlos City Negros Occidental, Philippines
SEX: female
CIVIL STATUS: single
CITIZENSHIP: Filipino
RELIGION: Catholic
HEIGHT: 5'4"

REFERENCE:

Reference is available upon request.

I hereby certify that the above information is true and correct with the best of my knowledge and belief.

Hazel Borres Apuhin