



MARYHEL AGUDO

WORK EXPERIENCE

MANAGER

LMP ENTERPRISES LIFESTYLE COACHING FZE

September 2019-September 2024

- Executive Assistant - I managed all administrative-related responsibilities.
- Graphic Designer - I designed graphics for websites, ebooks, podcasts, daily content, thumbnails, brochures, magazines, banners, and marketing materials.
- Email Marketing - I managed all the automation for the email campaign.

SOCIAL MEDIA MANAGER

Hide The Heels

August 2024-June 2025

- Lead Generation - I conducted lead generation and prospecting through strategic Instagram and Facebook outreach campaigns.
- Graphic Designer - I created professional graphic designs for marketing brochures and promotional content materials.
- Web Design - I collaborated with my client to design and develop her website, ensuring all content remained current and properly maintained.

EDUCATION

BS in Business Management

Saint Michael College | May 2012 - Jul 2016

REFERENCES

- Jo Ismael Lunas | WiseCloud/Programmer | jolunz@gmail.com/+639269297263
- Dia Destine Huntanosas | LMP ENTERPRISES LIFESTYLE COACHING FZE/SMM | diahuntanosas@gmail.com/+639566227494
- Amy Cowell | HideTheHeels/CEO | amy@hidetheheels.com/+1 316-746-8177

PROFESSIONAL SKILLS

- Graphic Design
- Social Media Management
- Executive Assistant
- Website Design
- Calendar Management
- Lead Generation
- Email Marketing
- Automation

SOFTWARE EXPERIENCE

- Facebook
- Instagram
- Asana
- Trello
- ManyChat
- TikTok, CapCut
- Canva
- Slack
- Oncehub
- Hootsuite
- Meta Business Suite
- Time Doctor
- Hubstaff
- Wix
- Client Generating Engine
- Word, Excel sheet
- Pinterest
- LinkedIn
- ChatGPT, Claude AI