

Kimberly Mae T. Colipano
M.L. Quezon Street, Maguikay
6014 Mandaue City
0923-284-0027/ 348-4319
kimberlycolipano@gmail.com



CAREER OBJECTIVE

Highly motivated and dedicated Marketing Management graduate, seeking for a position that will utilize my leadership and organizational skills, as well as my ability to work well with people.

EDUCATION

COLLEGIATE

University of San Jose-Recoletos
Corner P. Lopez and Magallanes Street, 6000 Cebu City
Bachelor of Science in Business Administration major in Marketing Management
Cum Laude
March 2014

EXPERIENCE

F.A.S.T Laboratories
Marketing and Sales Technical Assistant
M.C. Briones Highway, Mandaue City, Cebu
September 24, 2014 –present
Responsibilities: Attends phone calls and on-line inquiries.
Handles and provides quotation to in-house accounts.
Consolidates and reports sales.

Internship

Toyota Cebu-Mandaue North
Sales Admin Department
Rizal St., Hiway, Tabuk, Mandaue City 6014
July 05, 2013 – September 07, 2013
Tasks: Organized files.
Operated equipment.
Wrote, Encoded and printed acknowledgement receipts.
Edited and printed sales invoice..
Made follow-up calls.

SKILLS

Strong communication and interpersonal skills.
Excellent team player.
Resourceful and able to accomplish task effectively.
Well organized and detail oriented.
Proficient in SAP Business One and Microsoft office applications such as: MS Excel, MS Word, MS Publisher and MS PowerPoint.

ACHIEVEMENTS

Cum Laude	March 22, 2014
Dean's Lister	School Years 2013-2014 2 nd semester
Dean's Lister	School Years 2013-2014 1 st semester
Dean's Lister	School Years 2012-2013 2 nd semester
Dean's Lister	School Years 2012-2013 1 st semester
Dean's Lister	School Years 2011-2012 2 nd semester

AFFILIATIONS

Junior Entrepreneurs & Marketers Society	2010-2014	Member
Anthropology Club	2009-2010	Member
Youth for Christ	2006-2009	Member

SEMINARS

“Juan Big Idea”
Philippine Junior Marketing Association
Recoletos Coliseum, University of San Jose-Recoletos-Basak Campus
November 29, 2013

“Next Big Thing: Trendsetter Marketing”
Philippine Marketing Association
Cuneta Astrodome, Pasay City
July 25, 2013

“Mark it! I create, innovate and succeed!”
MarkProf Foundation, Inc.
University of San Jose-Recoletos Center for the Performing Arts
July 06, 2013

Practical Tips for Reaching your Target Prospects
University of San Jose-Recoletos Center for the Performing Arts
July 21, 2012

REFERENCES

Dr. Emilio F. Matheu Jr.
Chairman, Department of Marketing and Human Resources Department
University of San Jose – Recoletos
Contact Number: 0932-520-6955

Mrs. Cristina Florabel C. Lim
College of Commerce, Faculty
University of San Jose – Recoletos
Contact Number: 253-7900 local: 271/270

Cesar Adrian R. Cabahug
Life Coach/Training Officer
University of Cebu-Banilad
Contact Number: 0923-625-9151