



MARIA THERESA MELLEJOR

OBJECTIVE

Seeking a challenging position where my capabilities may be utilized, developed, and enhanced to be part of the company's growth and success with the contribution of my knowledge and skills.

WORK EXPERIENCE

Marketing Assistant

2124 Katipunan St., Labangon, Cebu City
2014 - 2016 Cebu AdConsultant, Inc.

- Managed project budgets and timelines
- Monitor Deliveries
- Develop understanding of clients wants and needs
- Ensures that Graphic Artist create clear and accurate measurements with exact materials of the product prior to production endorsement
- Monitored and evaluated team performance
- Coordinate with the team leaders of the time and date prior to the installation day to avoid back jobs and securing proper details of the project
- Accurately and efficiently assessed, investigated, and resolved project issues
- Developed and maintained strong relationship with clients

Officer In Charge

511 Mabini St., Brgy. Sto. Nino Isabel, Leyte
2012- 2013 The PhiLEND Company, Inc.

- Facilitate meetings with the prospective members to discuss what services we offer
- Met with members to assess their current status
- Inputs payments made by the members to the system
- Attend to all inquiries

REFERENCES

Mrs. Rosamia Balaba

Marketing Manager
Cebu AdConsultants, Inc.
Phone: +63322614234

Ms. Merry Ann Orejas-Capuras

Operations Executive
Rose Pharmacy Inc.
Phone: 0946-1656318
Email : merryann.orejas@rosepharmacy.com.ph

EDUCATION

**Bachelor of Science in
Business Administration major in
Financial Management**

Magna Cum Laude

Western Leyte College
2008-2012

SKILLS

- Teamwork
- Interpersonal Abilities
- Multi-Tasking
- Detail-Oriented
- Negotiation
- Project Coordination
- Multi-Cultural Sensitivity
- Problem-Solving

CERTIFICATE

CERTIFICATE OF ELIGIBILITY
HONOR GRADUATE Eligibility