



# EMMANUEL ALENDAY

I am a dedicated, organized and methodical individual.

I have good interpersonal skills, I am an excellent team worker and am keen and very willing to learn and develop new skills.

I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

## JOB EXPERIENCE

### MARKETING OFFICER (2024 - 2025)

VPRO CUSTOM AUTO  
MEYCAUAYAN, BULACAN CITY

- Develops and executes digital marketing strategies aligned with brand goals.
- Analyzes competitors, digital trends, and customer behavior to refine campaigns.
- Manages social media platforms to increase engagement and lead generation.
- Designs digital materials and product presentations using graphic design tools.
- Collaborates with technical and design teams to promote van customization features online.

### MAC EXPERT (2024)

POWER MAC CENTER  
SM NORTH EDSA, QUEZON CITY

- Executes various strategies to achieve sales target.
- Demonstrates product functions and specifications.
- Provides on-site support for software problem requests.
- Provides customer experience by resolving customer inquiries, issues, complaints, and requests.
- Assists clients in navigating Apple software and ecosystem efficiently.

### SALES DEMONSTRATOR (2020 - 2024)

ASIA PACIFIC COSMETICS PHILIPPINES CORPORATION  
SM NORTH EDSA, QUEZON CITY

- Selling product and services using solid arguments to prospective customers.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Uses CRM tools to track leads and manage client follow-ups effectively.

### GRAPHIC DESIGNER (2019 - 2020)

VERSESENS INC.  
FAIRVIEW, QUEZON CITY

- Designed and prints layouts as main feature of some products using Photoshop/Corel.
- Ensure all equipment are working fine.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepared digital mockups for web and social media platforms.

### GALLERY ASSOCIATE (2015)

JVF GALLERY  
RIVERBANKS, MARIKINA CITY

- Greeting visitors and provide assistance.
- Maintaining a general upkeep of the gallery's overall appearance.
- Conducting catalogue sales for walk-in clients in the gallery.
- Acting as an initial point of contact for clients, visitors/guests.
- Assisted in updating gallery listings on the company website.

### PROPERTY CONSULTANT (2012 - 2015)




CAMELLA HOMES  
ANTIPOLO, RIZAL CITY

- Consulting with clients to identify their needs, preferences, and financial concerns.
- Assisting clients to make sound property-purchasing decisions.
- Maintaining an extensive database of all properties for sale.
- Finding clients in need of consultancy services through cold-calling and advertising.
- Utilized property management software to monitor inventory and client inquiries.

## PERSONAL INFO

Age: 32 Years old  
Gender: Male  
Birth Date: December 8, 1992  
Height: 165 cm  
Weight: 56 kg  
Citizenship: Filipino  
Status: Single  
Religion: Christian Catholic  
Language: English, Filipino

## CONTACT

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## EDUCATION

### VISTUAL GRAPHIC DESIGN

CERT: VGD NCiii  
International Institute of  
Hospitality and Services  
2015-2017

### INFORMATION TECHNOLOGY

International Institute of  
Hospitality and Services  
2012

### HIGH SCHOOL

Amparo High School  
2005-2012

### ELEMENTARY

Amparo Elementary School  
1998-2005

## SKILLS

Marketing Skills  
Communication Skills  
Costumer Service  
Collaboration  
Teamwork  
Computer Skills  
Photoshop  
Graphic Design  
Interpersonal Skills  
Technology Proficient