



CHARLOTTE LAMATA

Marketing Management Student

CONTACT

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- 📍 Bayer St., Brgy. North Fairview, Quezon City 1121 Metro Manila

EXPERIENCE

VICE PRESIDENT FOR STUDENT SERVICES

OU Marketing Executives

Aug 2022 - Present

- Assists the office of the advertising and PR of the organization on student services issues.
- Oversees all aspects of student services, including enrollment, academic, records, and student matters.
- Collaborating with other Vice Presidents to ensure that collaborative and efficient methods are in place to assist students, professors, and staff.

COMMUNITY, VOLUNTEERISM & ON GROUND ENGAGEMENT COMMITTEE HEAD

PUP Students' Public Information Center

Sept 2021 - Present

- Helping other committee with day-to-day tasks
- Assist students by addressing issues, and concerns
- Answering questions about college admission and other school-related matters.

FRONTLINE CUSTOMER SERVICE AGENT

LoveFusion Authentic by: GPJTM

Dec 2020 - May 2022

- Addressing product-related client inquires, concern and processing orders.
- Checking clients order progress and follow up if there are any order concerns.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT (BSBA-MM)

Polytechnic University of the Philippines - Sta. Mesa, Manila

2021 - Present

HUMANITIES AND SOCIAL SCIENCES (HUMSS)

North Fairview High School - Senior High School

2019 - 2021

TRAININGS AND WEBINARS

PANDAY ISKOLAR: EQUIPPING STUDENTS LEADERS FOR THE BETTER NORMAL

April 28, 2022 - April 30, 2022 | Zoom Video Communications

Polytechnic University of the Philippines - Sta. Mesa, Manila

ACTION KABATAAN: ENGAGING YOUTH AS AGENTS OF NATION-BUILDING THROUGH SUSTAINABLE SOCIAL DEVELOPMENT

June 19, 2022 - July 24, 2022 | Zoom Video Communications

Polytechnic University of the Philippines - Sta. Mesa, Manila

NEGOSYANTRENDS: CANVA MSME SUMMIT 2022

July 19, 2022 - July 28, 2022 | Facebook Live

Canva Facebook Page

PERSONAL PROFILE

Seeking a profession in marketing, customer service and/or graphic design to put all I've learnt to use. For the past two years, I've worked in sales. In order to get more consumers, I appreciate the capacity to communicate with them and produce visual designs for advertising. By doing this, you'll increase income and boost sales.

PERSONAL SKILLS

- Organize
- Teamwork
- Leadership
- Problem Solving
- Willingness to learn

SOFTWARE KNOWLEDGE

- Canva
- Social Media
- Microsoft Office

AWARDS RECEIVED

CLUSTER AWARD: VIRTUE OF EXCELLENCE

North Fairview High School

1st Semester, SY: 2020 - 2021

WITH HIGH HONORS

North Fairview High School

SY: 2020 - 2021

PRESIDENT'S LISTER

Polytechnic University of the Philippines

1st Semester, SY: 2021-2022

PRESIDENT'S LISTER

Polytechnic University of the Philippines

2nd Semester, SY: 2021-2022

REFERENCE

PRINCESS KEAN GEL PEDRO

Owner | LoveFusion Authentic by: GPJTM

Phone: 0966 470 3331

Thank you!