



PISAO MARY ROSE L.

August 4, 1991

I'm Mary Rose Pisao Desktop Publisher Artist and Marketing Manager with 13+ years experience. I'm specialist in photo editing using Photoshop and video editing and highly computer literate considerable experience to read trends.

EDUCATION

2009 - 2012

Holy Cross Of Davao College

Bachelor Degree

Bachelor of Science in Hotel
and Restaurant Management
HRM

2013 - 2014

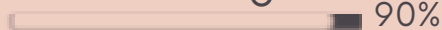
**Southeastern Mindanao Institute of
Technology**

Vocational

Information Technology
IT

SKILLS

Photo Editing



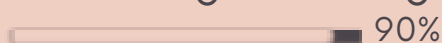
Microsoft Office



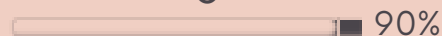
Data Entry



Marketing Ads Design



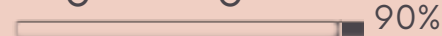
Marketing Banner



Video Editing



Logo Design



Typing Accuracy



EXPERIENCE

January 15, 2023 - June 16, 2023

Jump Digital Marketing

Work From Home Part Time Job

Financial Assistant

- Paid Media marketing
- The one who pay to the customer using company funds
- Pay the customers after completing the task given.

May 8, 2016 - February 15, 2023

Hemeni Land Corp.

Marketing Manager / Graphic Artist

- Gathers and analyzes information to identify new markets and customers, demand for products and services, and efficacy of existing marketing campaigns and strategies.
- Conducts market research, sales forecasting, and strategic planning to assess and ensure the sale and profitability of products.
- Built corporate brands by designing cohesive looks between elements.
- Designed graphics for websites, logos and promotions for marketing purposes.
- Applied knowledge of production to create high-quality images.
- Met with customers to present mockups and collect information for adjustments.
- Designed website layouts, templates, and unique branded looks.
- Created advertisements, brochures and logo designs to promote new products and programs.
- Developed print materials such as brochures, banners and signs.
- Creatively designed graphics for marketing materials and offered [Type] promotional programs.
- Put together videos for social media, advertising, and informational purposes.
- Completed final touches for projects before rollout.
- Created digital image files for use in digital and traditional printing methods.
- Researched trends and projected industry changes to capitalize on emerging opportunities.
- Worked with design systems to develop and present prototypes for focus group evaluation.
- Collaborated with content and marketing teams to confirm design compliance with brand guidelines.

January 25, 2014 - May 16, 2016

Digital Interface Inc

HR Assistant | Data Entry

- Oversaw and managed hiring process and assisted human resources.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Partnered with management team to coordinate on-boarding and off-boarding processes.
- Performed internal and external audits and research and administrative reviews of programs and plans to support HR administration.
- Updated Human Resources Information System (HRIS) database, maintained data accuracy and assisted with system changes.
- Responded to inquiries by answering telephone calls, in-person questions and emails.
- Documented human resources records and maintained confidentiality of sensitive personal information.
- Maintained office supplies, distributed mail and processed invoices for payment.
- Delivered friendly assistance with new hires throughout interviewing and hiring process. Screened applicant resumes and coordinated both phone and in-person interviews.
- Filed paperwork, sorted, and delivered mail and maintained office organization. Organized new employee orientation schedules for new hires.
- Created and completed personnel action forms for hires, terminations, title changes and terminations.
- Administered compensation, benefits, and performance management systems at direction of supervisor.
- Monitored employee attendance and performance to verify punctuality and absences, addressing issues in accordance with company policies and procedures.
- Processed employee termination paperwork at direction of supervisory staff.
- Answered and redirected incoming phone calls for office.
- Developed and implemented policies and procedures to use for recruitment, employee relations and benefits administration.


June 10, 2010 - March 4, 2011

Orofruta Inc

Executive Secretary

- Maintained office supplies inventory by checking stock and ordering new supplies.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Answered multi-line phone system and enthusiastically greeted callers.
- Scheduled appointments and conducted follow-up calls to clients.
- Handled daily scheduling tasks and provided administrative support for entire department.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Entered data into system and updated customer contacts with information to keep records current.
- Offered technical support and troubleshoot issues to enhance office productivity.
- Maintained daily report documents, memos and invoices.
- Drafted agendas, recorded minutes and generated documents to facilitate meetings.
- Composed inter-office correspondence and provided product and service information to customers.
- Maintained electronic filing systems and categorized documents.
- Screened visitors and issued badges to maintain safety and security.
- Booked airfare, hotel, and ground transportation to coordinate office travel.
- Recorded new hires, transfers, terminations, changes in job classifications and merit increases to main human resources files.
- Completed forms, reports, logs and records to quickly handle all documentation for human resources.

CONTACT

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 mrosepisao@gmail.com

 Davao City, Philippines

February 6, 2013 - March 20, 2014

Beau Fairy Skin Essentials

Layout Artist

- Developed original designs for print media, magazines and newspapers.
- Created logos, illustrations and typography for various organizations.
- Developed graphics and visual content for social media campaigns.
- Collaborated with other designers to create visually appealing graphics for range of print and digital media.
- Implemented feedback and suggestions from clients to improve designs.
- Worked with clients to gather and define requirements, establish scopes, and manage project milestones.
- Utilized Adobe Creative Suite and Microsoft Office Suite to develop creative designs.
- Edited and enhanced existing artwork and graphics.
- Created artwork for product packaging and promotional materials.
- Used interactive design elements to create more engaging user experience.

June 8, 2012 - January 3, 2013
Metro Media & Digital System Inc

Layout Artist

- Developed original designs for print media, magazines and newspapers.
- Created logos, illustrations and typography for various organizations.
- Developed graphics and visual content for social media campaigns.
- Collaborated with other designers to create visually appealing graphics for range of print and digital media.