

PERSONAL INFORMATION:

Name: CLARISSE ANN SAN DIEGO
Current Job title: Office, Sales & Marketing Administrator
Contact Phone Number: +971 54 766 2176
E-mail Address: clarisseannsandiego@gmail.com
Date and Place of Birth: September 22, 1989 – Dinalupihan, Bataan
Nationality and Visa Status: Filipino and Employment visa
Marital Status: Single
Languages and degree of Proficiency: English (Fluent)
Tagalog (Mother Tongue)
LinkedIn Profile: www.linkedin.com/in/claisandi

Summary

A result driven professional with diverse experience in managing administrative duties and Sales & marketing. Recognized for demonstrating strong organizational and coordination skills. Proven ability to successfully analyze critical business requirements, identify potential opportunities and improving customer services.

More than 12 years working in a multicultural, dynamic environment, resulting in a solid understanding of Business Sales, Retail Marketing strategies and Administration Management. Determined and resourceful with the ability to maintain composure and able to adapt to different work and communication style.

Specialization

- Strong written and verbal communication skills
- Ability to multitask and prioritize tasks effectively
- Proactive problem-solving and decision-making skills
- Design Software Proficiency (e.g. Adobe Illustrator, Photoshop, InDesign, Final Cut/Adobe Premiere)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Administrative Assistance
- Customer Services / Satisfaction

EMPLOYMENT HISTORY:

Employer: Aeon International Gulf LLC (Part of Radius Systems Group) June 04, 2017 – Present
Brand: Aeon Valves – Valves, Pipes and Fittings Solutions.
Job Title: Office, Sales and Marketing Administrator

Role Summary:

As an office administrator cum sales & marketing professional, I would be responsible for overseeing the day-to-day operations of the office, while also supporting the marketing efforts, Sales and quality assurance processes. My key responsibilities would include:

- *Administrative Assistance and Office Management:* Handling administrative tasks such as managing schedules, coordinating meetings, maintaining office supplies, and ensuring smooth workflow. I also maintain meticulous files and records, ensuring that all necessary documentation, including Invoices, warranties and certificates, are properly organized and accessible.
- *Marketing Support:* Assisting with the development and implementation of marketing strategies, content creation, social media & website management within the Radius Group (UAE,UK&Poland) Responsible for creating effective marketing tools and resources for our UAE branch.
- *Quality Assurance:* Working closely with the production team to monitor and maintain high standards of product quality. I am responsible for tracking and addressing any customer concerns or issues, ensuring that our clients receive the best possible experience.
- *Sales Operations & Coordination:* Providing sales support by preparing presentations, managing customer inquiries, BOQ's and coordinating with the sales team to ensure customer satisfaction. I also handle Order Processing, invoicing, processing of payments, and managing warranties and other certificates for the Aeon Valves - Water Sector.

Employer: Al Heeya Works LLC, Dubai, UAE
Job Title: Sales and Marketing Manager

December 27, 2015 – May 18, 2017

Role Summary:

My current role involves in reporting directly to the Managing Director & CEO of the company on a daily basis. Day to day duties includes contributing marketing and sales information and recommendations to strategic plans and reviews, preparing and completing actions plans and also Identifying marketing opportunities by defining market, forecasting projected business and establishing target Market.

- Responding to all in-coming sales enquiries and preparing proposals and BOQ
- Attending meetings with Higher Management to current and prospective Clients
- Involved in the preparation of budgets and forecasts with the management group
- Preparing presentations and delivering to clients with the team
- Preparing Catalogues and Brochures

Employer: Falaknaz Sports Group LLC, Dubai, UAE
Brand: Asics & Onitsuka Tiger
Job title: Assistant –Marketing & Executive Administration

October 2014 – December 2015

Role Summary:

My position was Assistant – Marketing & Executive Administration – reporting directly to the Managing Director and Marketing Manager responsible for assisting with a wide range of general sports (retail) marketing duties and provide administrative and secretarial support to ensure efficient operation in the office.

Employer: Falaknaz Sports Group LLC, Dubai, UAE
Brand: Asics & Onitsuka Tiger
Job title: Executive Assistant

September 2012 – January 2014

Role Summary

My position was Executive Assistant - reporting directly to Executive manager and fulfilling the following general tasks

- Screening calls and Managing Calendars, Making travel, meeting and events arrangements;
- Prepare and maintain file of Local Purchase Order.

- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Performs secretarial functions and other job related matters that may be requested by my direct superiors the Managing Director/Partner, Marketing Manager, Business Development Manager and Senior Management Sales.

Employer: Music Up Late Live! Star Recording Inc
Job title: TV Production Assistant

October 2010 – January 2011

Role Summary

My position was TV Production assistant - reporting directly to Assistant Director. My role involves Organising schedules and contracts, overseeing cues, timings, and continuity during tapings, Preparing and distributing briefing notes and scripts and also Keeping track of the timings during the program. This position allows me to enhance my capabilities when it comes to adapting in different situation in a fast-paced job and to think creatively and quickly when such challenges arise.

Employer: ABS-CBN, Star Recording Inc., Quezon City, Philippines
Job title: On the Job Training - Advertising and Promotion Department

June 2010 – October 2010

Role Summary

As a trainee position reporting directly to the head of Marketing, I was able to carry out task such as assisting with the formulation and execution of promotional strategies thus became knowledgeable in the field of advertising. I also took part in organizing program flow and Coordinating with technical staff. I also gained expertise in Media where I assisted my immediate supervisor in preparing summary of cost and competitive reports. I was able to pull through with the coordination of three (3) successful shows for various artist and workshops. - i.e. Piolo Pascual's' Mall Show, Bugoy Drilon's Mall Show and Vhong Navarro's Pocket Conference.

Relevant Skills

- Adaptable and able to learn new technologies quickly
- Analytical and detail-oriented
- Creative and innovative mindset
- Excellent customer service and client-facing skills
- Specialized technical skills relevant to the role (e.g. coding, data analysis, graphic design)

Course of Study or Professional grade	Awarding body	Year Awarded
Communication Arts	Colegio de San Juan De Letran	2012

(Reference available upon request)