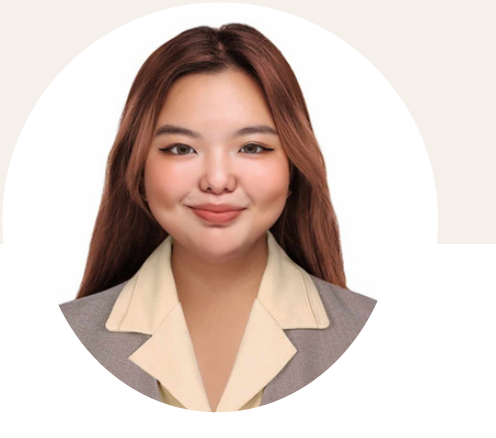
DESIREE PRINCESS MALAMNAO



CONTACT

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iree.malamnao@gmail.com

EDUCATION

University of the Cordilleras

Junior High School - Senior High School

Adamson University

Bachelor of Arts in Political Science

2022 - present

SKILLS

- Photo and Video Editing
- Content Creation
- Lead Management
- Project Management
- Graphic Design
- Promotional Marketing
- Contract Handling
- Tech Savvy
- Customer Service

LANGUAGE

English

Filipino

SUMMARY & OBJECTIVE

Intermediate Social Media Manager / Customer Service with 4+ years of experience engaging in clients and creating social media content. Adaptable professional recognized by peers for my effective communication and creative thinking skills. Looking to apply my experience with Social Media Management and Customer Service at your company.

EXPERIENCE

Social Media Manager / Marketing Officer / Customer Service

Winluck and Greenred Travel Agency
Winluck and Greenred Flower Shop

Jan 2020 - Oct 2022

- Creating written, video, and visual content, maintaining a content calendar and coordinating across teams, engaging with online social media communities, developing strategies to increase engagement and reach, and much more.
- · Respond promptly to customer inquiries and concerns via phone, emails, or chat.

Transaction Coordinator / Social Media Manager / Cyberbacker

BKOTA Homes & Investments (Real Estate Company)

Oct 2022 - Nov 2023

- Completes tasks related to real estate sales. Worked for real estate agents, helping to facilitate property sales. I usually handled many of the tasks and paperwork associated with the process of closing a real estate deal.
- Attracting leads (potential customers), qualifying them, and using targeted strategies to convert them into customers.
- Interacting with followers by responding to enquiries, comments and complaints. Using analytics and data to measure results of social media activities.

Restaurant Service Crew (Social Media Manager & Crew)

K-Street Korean Resto (Espana Manila Branch)

Dec 2023 - March 2025

- All-around service crew, involves being a waiter, in charge of the cashier, and also a cook. It's a 4 staff restaurant so we had to maximize our skills and be able to do all work in the restaurant, as the youngest and most tech savvy among the staff. I was tasked to be in charge of our social media pages, and also to take pictures for promotion