



JEMECA M. RAMOS

Sabana Street, Brgy. Consuelo Floridablanca Pampanga

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Email Address: jemecaramos@gmail.com

Education Background:

Business Administration Major in Marketing Management

Mary the Queen College (Pampanga) Inc.

2012 - 2016

Employment History:

Anchors Geotechnical Consulting Service

Marketing Coordinator

April 2019 – Present

Duties and Responsibilities:

- Support the Marketing Department on proper documentation, coordination and processes needed for project accomplishment
- Respond to clients' inquiries in a timely and professional manner
- Monitor incoming, ongoing projects
- Process company accreditation
- Assist marketing officer with project needs
- Prepare project proposal, client information sheet and marketing reports
- Prepare bidding documents
- Coordinate with Operations Head for the schedule of site visit and mobilization
- Update company profile for any revisions
- Filling of documents for ISO Compliance

Smart K Materials Testing Laboratory Inc.

Marketing Coordinator

August 2016 – March 2019

Duties and Responsibilities:

- Prepare price proposal, client information sheet and marketing reports
- Monitor and encode daily sales
- Respond to clients' inquiries in a timely and professional manner
- Assist marketing officer with project needs
- Filling of documents for ISO Compliance

Training and Seminars Attended:

- **Complaints Management**
Business Coach Inc.
July 12, 2021
- **Modernized PhilGEPs Training for Merchants**
Philippine Government Electronic Procurement System
June 17, 2021

- **Personality Development**

Mary the Queen College (Pampanga), Inc.
March 2016

- **Seminar on New Bank Notes (New Generation Philippine Bank Notes)**

Banko Sentral ng Pilipinas
November 2013

Skills:

- Communication Skills
- Time Management
- Proficient in Microsoft Office including MS Excel and MS Word
- Organization Skills
- Teamwork
- Attention to Detail

Personal Information:

Date of Birth:	June 18, 1996
Age:	26 years old
Civil Status:	Married
Height:	5'0
Weight:	50 kg.



Jemeca M. Ramos
Applicant