

KATE GABINETE



EXPERIENCE

Cytherea Inc. - Executive Assistant
Katipunan, Quezon City
(July 2016 - December 2016)

Sip & Gogh - Art Instructor | Studio Officer Eastwood,
Quezon City
(January 2017 - June 2018)

Print it all digital Marketing and Advertising Corporation
- Sales Marketing Manager Bagumbayan, Quezon city
(July 2018 - December 2018)

Agent Infinity Inc. - Lead Generation
Specialist
Kapitolyo, Pasig City
(February 2019 - December 2019)

Concentrix Bridgetowne - Hyatt Reservation
Sales Associate
Bridgetowne, Tera tower, Quezon City
(December 2019 - July 2020)

Concentrix Bridgetowne - Spotify Email Support
Bridgetowne, Tera tower, Quezon City
(August 2020 - July 2021)

Concentrix Bridgetowne - Hyatt Reservation
Sales Associate
Bridgetowne, Tera tower, Quezon City
(July 2021 - January 2022)

PSG Global Solutions Inc. - Recruitment Coordinator
Ayala, Makati City
(Feb 2022 - Feb 2023)

Freelance - Website Designer (DUDA |WIX)
Website Designer & Graphic Designer
(Feb 2023 - October 2023)

Click here to see my:

[Canva Sample Works](#)

[Social Media Posting for Small Business](#)

[Invitations](#)

[Social Media Bias Bundle Pack](#)

[Logo Posting + Mock up](#)

[Online Portfolio](#)



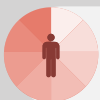
ABOUT ME

I am a detailed oriented person that can do various tasks. Experienced in planning, organizing and good customer service, strong communicative and convincing skills to deal with any kind of customers.



OBJECTIVES

To used my learned skills and knowledge in an actual working environment, thus increasing my intrapersonal and professional skills.



PERSONAL INFO

Sex: Female

Place of Birth: Quezon City

Civil Status: Single

Citizenship: Filipino



SKILLS

- Oral communication & Writing skills
- Computer skills (Knowledgeable in using MS word, excel, power point, etc.)
- Quick Thinking and Effective Decision Making.
- Researching/typing skill Editing skills (Knowledgeable in using
- Adobe Photoshop, Canva, etc.)



ADDITIONAL SKILLS



- ✓ Virtual Assistance
- ✓ Social Media Management
- ✓ SEO Marketing
- ✓ Copywriting
- ✓ Video Editing
- ✓ Photo Editing
- ✓ Web Design



EDUCATION

TERTIARY

Informatics International College Bachelor of Multimedia Arts
Major in Advertising - Undergraduate
Bagumbayan, Quezon City - 2016

SECONDARY

Rizal high school
Caniogan, Pasig City
Year 2013 - 2014

PRIMARY

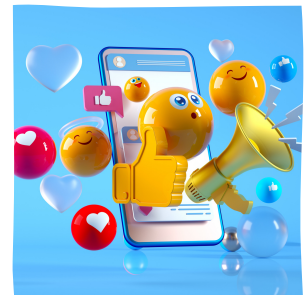
Maybunga, Elementary school
Maybunga, Pasig City
Year 2009 - 2010



INTEREST



Photo & Video Editing



Social Media Handling



Digital Art



Traditional Art



SOCIALS

workwithrecreate@gmail.com