

Ma. Crislyn Gawat

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San Jose del Monte, Bulacan, 3023, Philippines



Experience

Social Media Manager | Facebook Ads Media Buyer

October 2021- December 2021

- Running clients' social media advertising campaigns.
- Creating unique, high-quality written and visual content for each social media campaign.
- Managing our online communities to guarantee respectful and acceptable participation.
- Responding to comments on each of our accounts.

FLCA HARDWARE

Administrative Staff

June 2022- February 2023

- Gives administrative assistance to make sure the office runs smoothly.
- Performs administrative tasks such as data entry, typing, copying, binding, and filing.
- Fulfills operational criteria, such as those imposed by the government.
- Performs duties involving organization and effective communication to support the team.
- Maintains supply inventory by inspecting stock to establish inventory level, forecasting supplies needed and arranging and expediting supply orders.
- Contributes to the team's work by completing pertinent tasks as necessary.

ACCENTURE INC.

Social Media Content Moderator

January 2021- June 2022

- Understanding client policies and guidelines, and making decisions based on them
- Reviewing user reports regarding website content
- Identifying improvement opportunities in workflow and suggesting solutions
- Liaising effectively with other internal and client teams
- Checking the accuracy of the user's information based on their provided ID.
- Data Entry

Strive for Excellence in every interaction.

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HONDA CARS KALOOKAN, INC

Sales Admin Staff

July 2019- June 2020

- Receiving and processing purchase orders.
- Issuing sales transaction invoices.
- Verifying orders, including customers' personal information and payment details.
- Contacting customers by phone or email to answer queries and obtain missing information.
- Maintaining and updating sales and customer records.
- Compiling monthly sales reports.
- Expediting orders through internal liaison.
- Directing feedback from customers to relevant departments.
- Identifying new products to add to those on offer.
- Supporting the sales department with other administrative tasks, if requested.

Education

Polytechnic University of the Philippines- Sta. Mesa, Manila

BSBA- Marketing Management

2016 to 2019

Skills

- Canva
- Availity
- Chirofusion
- UHC
- Practice Fusion
- G-Suites
- MS Suites
- Outlook
- Shopify
- Asana
- Trello
- Skype
- Zoom
- Meta Ads Manager

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Courses & Trainings

- Facebook Advertising for E-Commerce & Dropshipping | August 2021
- Shopify Management | September 2021
- How to become a Virtual Assistant | June 2021

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