

Marielene M. Ardon

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[Data Management Portfolio](#)

[Social Media Management Portfolio](#)

SUMMARY

Detail-oriented professional with experience in data entry and social media management. Skilled in accurately inputting data and developing engaging social media content. a Content Analyst in a data financial infrastructure company. Proven track record of accuracy and efficiency in handling data entry tasks, and strategic approach to social media management.

EDUCATION

Bukidnon State University Malaybalay, Bukidnon

Bachelor of Business Administration - BBA, Finance and Financial Management Services

- Organizations; Awards: Cum Laude - Bukidnon State University, Year Representative in Dean's Lister Organization, ABSFI Scholar

Mindanao Technical Training Academy Salawagan, Bukidnon Bookkeeping TESDA (Technical Education and Skills Development Authority)

Liceo de Cagayan University Cagayan de Oro, Misamis Oriental

Senior High School

- Organizations; Awards: Sci-Math Club Year Representative

Salawagan National High School Quezon, Bukidnon

Junior High School

- Organizations; Awards: Honors Program, Assistant Treasurer in Student Supreme Government

WORK EXPERIENCE

Content Analyst

London Stock Exchange Group

- Managed and resolved complex data issues, ensuring data accuracy and integrity.
- Collaborated with cross-functional teams to develop and implement strategies for optimizing supplier market data.
- Led projects focused on enhancing data quality and efficiency, resulting in improved business processes.
- Raised JIRA tickets to streamline and improve processes.

Student Intern

Southbank Cagayan de Oro

- Gained practical experience in business operations and customer service within a dynamic work environment.

Self-employed

- Online business owner responsible for invoicing, order packing, and delivering exceptional customer service. Content creation for business page.

DATA MANAGEMENT SKILLS

- **Software Proficiency:** Proficient in Salesforce, MS Excel (including VLOOKUP, HLOOKUP, INDEX, MATCH functions), with exposure to VBA automation
- **Communication:** Excellent communication skills, adept at understanding and addressing client needs
- **Data Management:** Strong ability to handle and verify large complex datasets with precision and accuracy
- **Attention to Detail:** Meticulous attention to detail, ensuring data integrity and quality control
- **Collaboration:** Proven ability to collaborate effectively with diverse teams to achieve objectives
- **Project Management:** Experienced in project management, including planning, execution, and delivery of data-related projects
- **Problem-solving:** Strong analytical and problem-solving skills, adept at troubleshooting and resolving data issues
- **Adaptability:** Flexible and adaptable, able to quickly learn and apply new tools and techniques
- **Team Player:** A collaborative team player with a proactive and positive attitude
- **Leadership:** Demonstrated leadership qualities, able to lead projects and motivate teams towards success.

SOCIAL MEDIA MANAGEMENT SKILLS

- **Content Creation:** Produced engaging content, including posts and videos, that organically reached a wide audience, driving brand awareness and engagement.
- **Page Management:** Managed social media pages, ensuring the consistent delivery of high-quality and compelling content to meet strategic objectives.
- **Graphic Design:** Designed a logo for Look. Hip and DailyDawn Apparel, a clothing page, contributing to its brand identity and recognition.