



Marion James O. Realon

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EDUCATIONAL BACKGROUND

Malayan Colleges Laguna – Cabuyao, Laguna

Bachelor of Arts in Communication Arts maj. Multimedia Arts (2015)

Test of English for International Communication (TOEIC)

Certificate holder for reading, listening, writing and speaking (2015)

Philippine Women’s University

Junior Middle Division – Highschool (2007)

WORKSHOPS AND TRAININGS

Ateneo de Manila University

2nd PANAFA IMC Youth Congress (2011)

De La Salle University Manila

“Exploring Media Breakthrough” Student Media Congress

FREELANCE PROJECTS AND WORK EXPERIENCE

-Freelance Graphic Design, Web design and Video Editing (August 2022 – June 2023)

Graphic Designer, Web designer and Video Editor for Newlaw and Entasker (AUS Clients)

- *Updating website contents and creating web images*
- *Creating Marketing collaterals for lawfirms.*

-Sphere Rocket (April 2020 to May 2022)

Graphic Designer/Virtual Assistant for Strock Real Estate

- *Designing Facebook Marketing Ads and harvesting leads from it.*
- *Creating Marketing collaterals for Commercial and Residential listings.*
- *Managing Social media accounts and following Social media calendar for utmost effectivity and reach*

Virtual Assistant for Envision Home Group

- *Designing Facebook Marketing Ads and harvesting leads from it.*
- *Creating Email marketing campaigns for Agent Recruitment and Keep in touch emails to leads*
- *Designing Social media postings like Event banners, Fliers, Open house schedules, New listings, Repriced listings etc.*

-Virtudesk Ph (January 2017 – January 2020)

Manager

- *Managing the team to maintain utmost service to clients*
- *Creating monthly progress reports and presenting it to the higher ops.*

General Virtual Assistant for Real Estate brokers

- *Designing Facebook Marketing Ads and harvesting leads from it.*
- *Creating Email marketing campaigns for Agent Recruitment and Keep in touch emails to leads*

Graphic Designer / Digital Content Designer

- *Designing Social media postings like Event banners, Fliers, Open house schedules, New listings, Repriced listings etc.*
- *Creating video reels for client's presentation – showcasing the property listed.*

Transaction Coordinator for Nexus Realty, KW and Coldwell Bankers brokers

- *Contracts and File management*
- *Offer and Counter-offer email exchange*
- *MLS property input and encoding*
- *Home Warranty, Home Inspection requests*
- *Marketing listed properties to various social media platforms*
- *Scheduling of Closing with Title Company*

Social Media Marketing Manager

SME for Photoshop, Canva, Mailchimp and other CRMs Pioneered the Bootcamp training for GVA and Social media marketers

-Avid Technology SEA (Feb. 2016 – December 2017)

Customer Care Specialist Level 2 Audio Licensing and Tech Support

-BWB Production Records and Music Production Inc. (September 2015)

Guitarist – Music production and Music arrangement

-Pocket Rocket Inc. (September 2015)

*Blue Leaf Filipinas and City of Dreams Manila, ASEAN City Production
Assistant for Microsoft Big Top and CIO Summit*

-Justine Barbara Salon (2013 – 2015)

Graphic Artist and Marketing assistant

-Uncle Cheffy Restaurant (July 2013)

Graphic Artist

SOFTWARE PROFICIENCIES

<p>Microsoft Office Adobe Photoshop Adobe Illustrator Adobe Premiere Adobe After Effects Final Cut Pro Garage Band Pro tools Salesforce</p>	<p>Gdrive Gdocs, GSheet Mailchimp Followupboss Hootsuite Facebook Business Suite MLS (may vary depending on the state) CRM (may vary depending on the client)</p>
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CAREER OBJECTIVE

As a graduate of Communication Arts major in Multimedia Arts, I was introduced to every kind of media - from print, visual arts to motion graphics and trained to relay messages to audience successfully. I'm a great English speaker and a writer, thus I can confidently speak and strategically engaged with clients/colleagues personally or even via call or email. As a musician by heart, I excel more on music production but still practice my visual arts skills like graphic designs and layouts. With the experience gained in Real Estate business I am more than confident to share my knowledge and practices to my clients or employer – may it be in Real Estate or other fields; to help them flourish their business in a very timely manner.