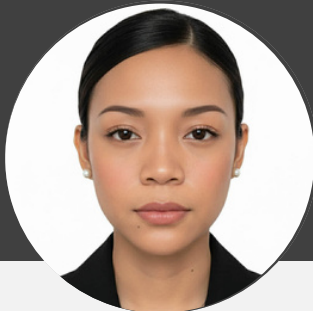




TRISHA TABLIZO

Graphic Designer & Social Media Manager

CONTACT

- +63 968-585-8038
- trishajanetablizo5@gmail.com

SKILLS

- Social Media Management
- Social Media Content Creation
- Graphic Design
- Canva
- Content Planning & Scheduling
- Email Marketing
- Lead Generation
- Cold Calling & Email Outreach
- Prospect Research
- CRM & Lead Management
- Client Communication
- Appointment Setting
- Follow-Up & Lead Nurturing
- Administrative Support
- Marketing & Brand Support

TOOLS

Canva
Adobe
Figma
Google Adhoc
Microsoft Tools
Canva
Instantly.ai
Apollo.io
Calendly

ABOUT ME

Creative and detail-oriented professional with experience in graphic design, social media management, content creation, and digital marketing. Skilled in creating engaging visuals, managing social media content, developing branded materials, and supporting online audience growth. Also experienced in email marketing, lead generation, and client communication, bringing both creativity and marketing skills to every project.

WORK EXPERIENCE

- **Nassau Street Partners - Cold Caller & E-mail Management Specialist**
2024-2026
 - Conducted cold calls and personalized email outreach to founders, CEOs, and investors.
 - Followed up consistently with prospects to generate engagement and appointments.
 - Managed follow-ups, CRM records, and lead information.
 - Qualified prospects and coordinated meetings with potential clients.
- **Make Nice LLC — Executive Assistant**
2024-2026
 - Conducted personalized email outreach and lead generation to identify potential prospects.
 - Researched leads and tailored messages to improve engagement and response rates.
 - Managed follow-ups, tracked responses, and maintained accurate lead information.
 - Qualified interested prospects and coordinated meetings with potential clients.
- **10X Managers - Email Marketing Lead Generation**
2023-2024
 - Followed up with leads and tracked responses.
 - Monitored campaign results and improved email performance.
 - Worked with the team to support lead generation and sales goals.
 - Wrote simple, engaging emails to attract potential clients.