



## **YNA BEATRICE RICO**

*Dedicated Online Small Business Owner for over 9 years of work experience in a service environment responsible for all orders, marketing communication, PR and advertising.*

### **CONTACT**

237-B Pacamara Street  
Brgy. Commonwealth,  
Quezon City, 1121  
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+639-982038760

### **EDUCATION**

2009-2013  
STI College of Fairview  
Bachelor of Science  
in Hotel and Restaurant  
Management

### **SKILLS**

- Data Entry
- Product research
- Knowledgeable in Microsoft Office Word, Microsoft Office Excel and Adobe Photoshop
- Inventory management
- Ability to meet deadlines
- Time management

### **EXPERIENCE**

- August 2013 - 2022

#### ***Owner & Manager***

Duties and Responsibilities

- Manage day-to-day operations
- Creating order layouts
- Calculating and quoting rates for wholesale and retail
- Promotion via social media platforms

- April 2016 - February 2022

#### ***Freelance Layout Artist***

Duties and Responsibilities

- Worked with 4 Architectural books
- Process pages or make edits from start to finish
- Edit developed skills as necessary