

RUBIE V. ALBURO

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Fb Account Rubie Villarosa Alburo **Skype Account** rubie.v.alburo



CAREER OBJECTIVES:

- Seeking an opportunity to add value by contributing my experience and knowledge while seeking avenues to grow professionally. To be able to gather experience in work that may help myself and lead life for the better future.

EDUCATIONAL BACKGROUND:

Tertiary

1997 - 1999

Vocational Graduate

ACCESS Computer & Technical School (2 yrs.)

Computer Science

2nd & 3rd Floor ACCESS Main Bldg., C.M. Recto cor. Quezon Blvd., Manila

Quiapo, City of Manila, First District

Secondary

1991 - 1995

San Juan Municipal High School

P. Narciso St., San Juan City, Philippines 1500

SPECIAL SKILLS:

Computer Literate such as

- MS Word
- MS Excel
- MS PowerPoint
- Adobe PageMaker
- Adobe Illustrator

WORKING EXPERIENCE:

June 16, 2016 up to date

Cassowary Arabia Foodstuff Co., WLL

Delmon Gate Souq, Budaiya Highway

Sales Executive (VISA)

All around (reality) (Basic / month + accommodation + car + incentives / commissions)

Responsibilities:

- Sales & Marketing
- Managing day to day operation
- Schedule of Deliveries
- Email correspondence
- Presentation
- Composing Proposal Letters
- Decision maker
- Making Forms for operations
- Exhibition / Event Scheduling / Coordinator / Implementation Head
- Finance (Salary, Financial Report, Sales Report)
- Making day to day post for social media

	<ul style="list-style-type: none"> • Filling • Doing training for new employee • Filling for Registrations of products • Telephone operator - incoming and outgoing calls • Event / Bazaar Organized / Coordinator
August 2015 (9months)	Housemaid (BD150 / month) Janabiya, Bahrain
December 2013 - May 2014	Zelt Concepts & Events 55 Remedios Bldg., 2 nd Floor, Don A. Roces Ave., Quezon City, Philippines Event Coordinator / Organizer Responsibilities: <ul style="list-style-type: none"> • Telephone operator - incoming and outgoing calls • Looking for new and old concessionaires or tenants for the bazaar. • Taking administrative support.
October 2012 - May 2013	Big Big Big, Inc. 6 th Floor, Executive Bldg. Center, 329 Sen. Gil Puyat cor. Makati Ave., Makati City RECEPTIONIST / NEW BUSINESS DEVELOPMENT / PROJECT COORDINATOR Responsibilities: <ul style="list-style-type: none"> • Telephone operator - incoming and outgoing calls • Taking an office / administrative support position etc. • Consolidating and updating of calling cards from the Big Boss • Sending new business proposals to a prospective clients
July 2012 - November 2012	CRUSH, Communications Jupiter1 Bldg. #56, Jupiter St., Makati City PROJECT COORDINATOR - Talk 'N Text Basketboligaya Atbp! 2012 Areas are the following: <ul style="list-style-type: none"> • Phase 1, Brgy. 176, Bagong Silang, Caloocan • Brgy. Baesa, Quezon Ciy • Brgy. Krus na Ligas, Quezon City • Cainta Rizal • Brgy. Sta. Teresita, Quezon City • Brgy. Ibabang Dupay, Lucena, Quezon Province • Brgy. Quirino2A, Quezon City • Yeva Gymnasium, Valencia, Negros Oriental • Pagbilao, Quezon Province • Provincial Gymnasium, Sorsogon PREPARATIONS: <ul style="list-style-type: none"> ▪ Seeking permits for the venue such as barangays, city or municipality. ▪ Coordination with the suppliers. ▪ Preparing for the budget and liquidation ▪ Conduct of Sales Agents Briefing ▪ Distributions of the sales agents allowance, supplies needed for selling ▪ Monitoring for the sales and sales agents

- Installing of collaterals such as event streamers and generic streamers
- Preparing supplies, correspondents, proposals, reports and presentations.
- Make a cost estimate for the specific project and liquidate after.
- Filing
- Preparing for the set-up on the day of kick-off / implementation after the promo

August 2011 - November 2011

CRUSH, Communications

Jupiter1 Bldg. #56, Jupiter St., Makati City

PROJECT COORDINATOR - Talk 'N Text Basketboligaya Atbp! 2011

Areas are the following:

- Maasin City, Southern Leyte
- Talibon City, Bohol
- Brgy. Lanao, Kidapawan City, Mindanao
- Tanjay Negros Occidental
- Calbayog City, Samar
- Tacurong City, Mindanao
- Ipil Sibugay, Zamboanga
- Daraga, Albay
- Zamboanga City
- Antipolo City
- Pili Camarines Sur, Southern Luzon
- Porac Pampanga

PREPARATIONS:

- Seeking permits for the venue such as barangays, city or municipality.
- Coordination with the suppliers.
- Seeking of Manpower.
- Preparing supplies, correspondents, proposals, reports and presentations.
- Make a cost estimate for the specific project.
- Filing.
- Coordination and preparing for briefing of Manpower.
- Preparing for the set-up on the day of kick-off / implementation after the promo

March 2010 - October 2010

EXCITE, Inc. - Experiential Communication Integrating Trade and Events

2nd Floor, Phoenix Building #33 Kamuning Road Quezon City

PROJECT COORDINATOR

- Seeking permits for the bars and barangays location.
- Coordination with the supplier.
- Seeking of Manpower.
- Preparing supplies, correspondents, proposals, reports and presentations.
- Make a cost estimate for an event or project handled
- Filing
- Coordination and preparing for briefing of Manpower.

PROJECTS HANDLED

San Miguel Brewery - San Miguel Lifestyle Brews Bar Series (32 Bars in Metro Manila)

Cosmetique Asia - Juicy Cologne Dan'z Contest (6 Malls)
 San Miguel Brewery - San Miguel Oktoberfest House Raid (24 Barangay's)

Sept. 5, 2005 - Nov. 26, 2008

EXCITE, Inc. - Experiential Communication Integrating Trade and Events

2nd Floor, Phoenix Building #33 Kamuning Road
 Quezon City

PROJECT COORDINATOR/ASSISTANT

- Seeking permits for the projects malls or municipalities.
- Coordination with the supplier, local government unit and local coordinators from other provinces around the Philippines.
- Look for manpower around the Philippines to an event or project that fit in.
- Preparing supplies, correspondents, proposals, reports and presentations.
- Arrange for schedule appointments, preparing materials needed for the meetings.
- Screening calls and visitors
- Filing
- Making travel arrangements and completing travel expense reports, using word processing and other computer software packages and mainframe applications (such as MS Word, Excel, Power point and Outlook)
- Make a cost estimate for an event or project handled.

PROJECTS HANDLED

- Talk 'N Text
 - Gaaniversary (as ADHOC) / Program Assistant
 - 6 Legs Luzon, Visayas & Mindanao
 - Huli Ka
 - 5 Legs @ Mindanao Area
 - Bida ng Bayan
 - 10 out of 13Legs Luzon, Visayas & Minadanao
- CRISSA Dance Competition
 - 2005 & 2006 (4 different Malls - 3Elims.),
- Smart Buddy
 - D2 na Me Mall Tour
 - Shockwave Super Sales
 - Roadshow (3Legs South Luzon & North Luzon)
 - Smart presents recognition for PACMAN Pacqiao with the President of Smart Communications, Inc. Mr. Pangilinan
- BELO (work as typist for the song lyrics)
- Revicon (work as ADHOC)
 - 4Legs (Dagupan, Davao, Cagayan de Oro & Rasac Gym)
- Scotch Brite
 - Sta. Cruz Manila - Palengke Tour, etc.

Dec. 2002 - March 28, 2004

Ace Millennium Graphic Printers

April 2005 - August 2005

Computer Layout Artist

- Layout of receipts, calling cards and flyers
- Screening calls and visitors
- Canvassing for a papers and inks suppliers for the printing

July - Nov. 2002

International Data Conversion Solution Inc. (IDCSI)
Encoder

- Encoding data of survey from foreign countries

1995 - 1999

Burger Machine Inc.
Service Crew

- Day to day inventory and tally of products such as variants of patties, hotdog, bread of patties and hotdog, soft drinks, cups and leads, etc.
- Tally of sales every day.
- Cleaning of utensils and whole outlets.

PART TIME JOB:

August 25, 2012

Crush Communications, Inc.
Yellow Cab "Vespa Motorcade"
Project Coordinator

- Permit taking from to the area route such as malls admin, MMDA, requesting for assistance from Police & MMDA

January 2012 up to Present

BrandPro Link, Inc.
Jeep Ni Juan Inc., Events Production Marketing
Project Coordinator / Man pooling Coordinator

- Contacts of manpower needed for the project NCR, VisMin Area

February 12 to March 20, 2011

ACE Saatchi & Saatchi
Lactum Project "Lower Price Big Surprise"
Project Manager

- Permit taking from malls
- Preparing of proposals for malls
- Allocating of budgets
- Merchandising
- Allocation of Cash for the winners

April 7, 2011

ACE Saatchi & Saatchi
MyDSL Awesome Hunt
Project Manager

- Permit taking for hunting area
- Allocating of budgets
- Preparing for the project needs
- Contact with the artists, suppliers and manpower for call time

January 22 - 30, 2010

Infinite Ideas Advertising Agency
GSMI Project
Ginebra Ginuman Na! Cabanatuan City
Project Coordinator

- Seeking permits for the project.
- Preparing of proposals for local government

- Allocation of budgets
 - Merchandising
 - Allocation of premium items
- Feb. - March 2009 (Every Saturday) **ERM - Eventive Resources Manila**
NOKIA Project - Freelancer as Audio Playback
Ayala Mall Cinemas
- 2001 (1 Month) **Infinite Ideas Advertising Agency**
- Film Academy of the Philippines (FAP)
 - Telemarketing
 - PEF - Peace & Equity Foundation
 - Merchandiser / Promodiser (3 days @ Glorietta)
- 2001 (3 Months) **Khumbamella**
Promodiser / Sales
- 2002 **Infinite Ideas Advertising Agency**
- Virginia Food Inc.
 - Merchandiser (Food Sampling at different Market)
 - Bobson
 - Leafleting at the Malls (2001 for 3 days)
- 1992 **Garments Factory**
Trimmer (2nd year High School)
- Trimming of pants, t-shirts, polo shirts, polo, shorts etc.
 - Folding after trimming
- 1994 **Magnolia**
Merchandiser at Luneta Park (4th year High School)
- Selling products of ice cream
 - Tally of sales
 - Inventory of products

SEMINARS ATTENDED:

- January 18 - 19, 2013 Social Mobile (SOMO) Customer Relationship Management Course
Guest Speaker - Mr. Mel V. Velarde
- January 10, 2008 Special Events: Roots and Wings of Celebration
Guest Speaker - Ms. Maricar R. Donato
- October 30, 2003 Career Advancement for Secretaries
Guest Speaker - Ms. Cecille L. Aylon
2nd Floor, Phoenix Building, #33 Kamuning Road, Quezon City

PERSONAL DATA:

Date of Birth : August 5, 1978
 Place of Birth : Tuburan, Cebu
 Citizenship : Filipino
 Religion : Roman Catholic
 Sex : Female
 Weight : 130 Lbs.
 Height : 5'2"

Status : Single
Children's Name : John Cecil July 11, 1999
Cyril John January 12, 2001

CHARACTER REFERENCES:

Ronald T. Lao
Owner
Ace Millennium Graphic Printers
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Jennifer T. Salubayba
Event Manager
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Beverliza Padua
Project Manager / Talent Coordinator
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I hereby certify that the facts contained in this data are true and complete to the best of my knowledge.



Rubie V. Alburo