

Grace Balolong

+639151879182 | graceannedb@gmail.com | [linkedin.com/in/gracebalolong/](https://www.linkedin.com/in/gracebalolong/) | Manila, Philippines

EDUCATION

De La Salle University

Taft, Manila, Philippines

Bachelor of Science in Entrepreneurship

Sep 2018 – July 2022

CGPA: 3.279; Honorable Mention; Best Practicum Award

SKILLS

MARKETING | Online marketing, influencer marketing, digital and social media marketing, market & product research

CLIENT RELATIONS | Conflict management, adaptability to use positive language, patience, and people skills

EVENT MANAGEMENT & PRODUCTION | Creative pitching, Supplier management, costing, client relations

ADMINISTRATIVE SUPPORT | Organizational skills, attention to detail, and time management skills

SOFTWARE | MS Office, Google Workspace, ClickUp, Slack, Shopify, Lazada

EXPERIENCE

Events & Activations Producer (Project-based)

Aug 2023 – Apr 2024

Skyrocket Studios PH, Inc.

Produce and manage events, develop activations for product launch campaigns and brand marketing initiatives, coordinate logistics, and pitching.

Skills acquired: Event management, planning, and production, supplier management, client relations, creative pitch ideation, and event costing

Administrative Intern (Internship)

Mar – Sep 2021

Living Ideas

Led Paymongo partnership for diverse payment channels, conducted market analysis, developed and created e-commerce platforms such as Shopify, Lazada, and Instagram shop, employed influencer marketing, and organically grew social media following.

Small Business Owner

Oct 2020 – Apr 2021

Artigiano

Artigiano is a humble pastry business that offers sweets and desserts perfect for gifts, sharing, and solo eating. I handled all business functions as it was a one-woman team. I have talent and experience with pastries and baking along with running a small business.

REFERENCES

Available upon request.