

JAMAICA LAURON ADOLFO

EDUCATION HISTORY



**Bachelor of Science in Business Administration,
Major in Marketing Management**
University of San Jose Recoletos
2018 - 2022

- Dean's Lister
- Awardee during the internship program



**TECHVOC - COOKERY
SENIOR HIGH SCHOOL**
University of Cebu
2016 - 2018

WORK EXPERIENCE



FULL-TIME ESL TUTOR
BRIDGE CULTURE INCO.

November 2019 - July 2022

- Preparing lesson plans by students' learning needs.
- Tailoring lessons to accommodate differences in learning style and speed.
- Evaluating students' progress.
- Remaining knowledgeable about and respectful of cultural differences within the classroom.
- Assisting students with their technical difficulties, where possible.



STAFF ON DEMAND (SOD)
GOTHONG SOUTHERN PROPERTIES

September 2022 - February 2023

- Monitoring foot traffic
- Assisting in making contracts
- Performing on-site visits to the Gothong's Properties
- Monitors public relations and content marketing of the Yellocube food hub
- Analyze the effectiveness of all marketing efforts including their contribution to the effectiveness of sales campaigns.
- Initiate internet and social media strategy: Facebook
- Attends meetings and seminars related to real estate and digital marketing
- Learning about advertising campaigns

Let's Stay Connected!

[Linkedin Profile](#)

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RELEVANT SKILLS

- Digital Marketing
- Sales
- Effective Communication
- Organization
- Time Management
- Tech Savvy
- Research Skill
- Problem-Solving
- Customer Service
- Supporting Roles
- Admin Tasks
- Social Media Management
- Data Entry and Management
- Flexibility and Adaptability
- Project Coordination
- Lead Generation
- Customer Retention
- Attention to Detail
- Order Processing, Invoicing and Quotation



SALES AND MARKETING - Marketing Coordinator / Digital Sales Assistant ORO CHINA GROUP OF COMPANIES

March 2023 - April 2024

Marketing Coordinator

- Setting up online marketing activities
- Implement successful marketing campaigns
- Collaborate with the support team for promotional materials and collaterals
- Organize promotional activities for new products/services
- Assist with various events and sponsorships
- Perform store/branch visits to check
- Monitor packaging inventories

Digital Sales Assistant

- Meeting sales quotas and deadlines
- Assist in **WordPress** backend
- Assisting customers in locating a specific product
- Promoting special promos
- Convert leads to sales
- Assisting the team in organizing, stacking, and uploading the items on the website.
- Answering questions and addressing concerns
- Maintain customer satisfaction through superior service
- Order Processing
- Team Collaboration
- Customer relationship building
- Persuading customers to make a purchase
- Follow all company's policies and procedures
- Tracks and reports record sales



FREELANCING

E-COMMERCE VIRTUAL ASSISTANT

MUSE The Skin Company

September 2023 - December 2024

- **Shopify** website back-end coordinator
- Order processing
- Email Management
- Managing CEO's email inbox
- Negotiation B2B and B2C
- Assist with product launching
- Calendar Management
- Chat Support
- Social Media Management
- Content creators collaboration
- Maximize the use of **G Suite, MS Tools, Slack**
- **Outlook, Klaviyo, Yotpo, Zoom, and Microsoft**

360

OPERATIONS COORDINATOR

Studyaway Pty Ltd

Part - time: 5 Months Contract

- **HubSpot** Administration & Data Management
- Process Optimization & Automation
- Sales & Customer Support Coordination
- Update Web Content Pages
- Content Marketing & SEO
- Making Blogs
- Sales and Marketing Alignment
- Data-driven decision-making
- Strong organizational and analytical skills
- Optimize AI Tools such as **Chat GPT and Gemini**
- Maximize the use of **G Suite, Slack, Zoom, Dropbox, and Click Up**