

Hazel Grace P. Orong

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Iligan City 9200 Northern Mindanao, Philippines

CAREER OBJECTIVE

Adaptable and results-driven professional with 5 years of experience in a fast-paced corporate environment, seeking a position that leverage in Marketing, Information and Communication Technology (ICT), and Administrative Support. Proven ability to manage diverse tasks, including data entry, project coordination, social media management, and disbursement processing. Eager to contribute to a dynamic team and apply my skills to support organizational growth.

KEY COMPETENCIES

Information System Literate	Report Writing and Presenting	Strong interpersonal skills
File Management	Graphic Designing	Proactive and Self-motivated
Calendar Management	Excellent Communication Skills	

PROFESSIONAL EXPERIENCE

Cuadro Ocho Inc.

ICT Associate / Marketing Associate

June 2019 - February 2025

- Developed and monitored a 6-month training program on Digital Productivity Tools (Google Workspace) that resulted in improved productivity of 75% for over 70 employees across all departments.
- Set creative direction for the Social Media Marketing Team.
- Developed social media strategies and Ad campaigns using Meta Business Suite
- Managed and verified 11 Google Business Profiles for different Company retail stores
- Assisted and answered customer inquiries from online customers using ManyChat.
- Reported daily and monthly sales reports using excel sheet.
- Handled customer, supplier, and product details on company information system.

Office Clerk

March 2022 - February 2025

- Assisted project managers in planning and executing various projects, ensuring adherence to project timelines and deliverables.
- Audited Internal Expenditures and Disbursements for all 11 stores.
- Assisted in preparation of financial statements such as billings, budgets, and cost reports.
- Filed financial records on a company's accounting information system.
- Created Monthly Expense Summary using excel sheets for 11 stores

Pilmico Foods Corporation

Administrative Assistant, On-the-job Trainee

May 2018 - August 2018

- Provided administrative support such as filing, typing, binding, scanning, recording, etc.
 - Made local travel arrangements and hotel reservations for more than 100 employees for the past 4 months
 - Received important documents to be delivered at its respective departments
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EDUCATION


Bachelor of Science in Business Administration


Majors: Entrepreneurial Marketing | Cum Laude
Mindanao State University- Iligan Institute of Technology


Apps Used: Google Workspace, Microsoft Office, Canva Pro, Meta Business Suite, ManyChat, Google Business Profile Manager, and Google Analytics


CONTACT

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