

Referred by: *Mar. Hyacinth Costales*

10/21/17
non-voice role

11/01 interview w/ Ben @ 10:00 pm
Non-voice Role: For Active list.

LUZLIE O. MONTECILLO

6th Ext. St. Palm Hills Subdivision, Basak Mandaue City
09053912655
luzreds14@gmail.com

"LUZ"
menting for 4 years



Account Executive for almost 9 years who is seeking an opportunity that will add value to obtain a meaningful and challenging position that enables me to learn and allows for advancement.

PERSONAL DATA and EDUCATIONAL ATTAINMENT

Birth Date and Place: March 9, 1986, Surigao del Sur, Philippines

Gender and Civil Status: Female, Married (*1 son - 0 y.o*) *husband: UAE - INSTRUCTOR Teach'n (3 yrs)*

Citizenship and Religion: Filipino, Roman Catholic

Education: Bachelor of Science in Elementary Education
University of Cebu-Banilad, Cebu City, Philippines
2015 to Present

Associate in Computer Technology
Devine Mercy Computer College - Cebu City, Philippines
2006-2008 - *graduated*

PROFESSIONAL EXPERIENCE

GRAFIXPRO PRINTING AND PACKAGING CORP. - *printing press & advertising*

Account Executive
August 2008 - June 2017

- Meeting clients to discuss their advertising needs
- Manage client projects, involved with client projects from start to finish, ensuring successful project completion against deadlines.
- Presenting costing to clients
- Build sales by prospecting for new clients and generate income by nurturing existing customer relationships.
- Negotiating with clients, solving any problems and making sure deadlines are met
- Checking and reporting on the campaign's progress
- Keeping project status reports up to date
- Managing the account and invoicing the client

=> secretary to the manager - 2 yrs
=> only receive minimum wage at 366/day
no other benefits

TRAINING - 38/96

COMM - 5/10

AFFILIATION

Value-SaBuTa - *mountaineering group*
Facilitator, 2014-present

- Promotes sustainment and embodiment the spirit of volunteerism in every heart of the youth in Cebu
- Plans and conduct activities that promotes preservation of mother earth and community extension services

HONORS AND AWARDS

- Valedictorian - Union Elementary School (S.Y. 1997-1998)
Union, Lingig Surigao Del Sur, Philippines

SKILLS and INTERESTS

- Event Organizer
- Travel, Mountaineering, Indoor and Outdoor Sports

I certify that the above information are true and correct to the best of my knowledge and beliefs.

Luzlie O. Montecillo
Applicant