

# RICHARD JOHN TRINIDAD



## ABOUT ME

With over 10 years of solid practical experience on customer service, social media marketing, internet marketing, video editing, branding, meeting quotas and deadlines, selling and leadership, I am the complete package that you've been looking for. Having a well-rounded professional experience enables me to see things with fresh eyes, bring out-of-the-box ideas that will energize your business and realize its full potential. I offer digital solutions to solve your problems now and at the same time open new opportunities for your business.

## EDUCATION AND TRAININGS

### FAR EASTERN UNIVERSITY

| FINE ARTS MAJOR IN ADVERTISING (2000-2002)

### REFOCUS

| HOW TO BE A MARKETER IN 2022 (May 2022)

### META BLUEPRINT


| DIGITAL MARKETING ASSOCIATES (May 2022)


## LEADERSHIP EXPERIENCE


- Lead by Example
- Communication Skills
- Goal Setting (Team & Individual)
- Delegation
- Supervising Others
- Organizing & Task Management
- Manage Performance
- Coaching
- Personal Development
- Team Building
- Conflict Resolution
- Interviewing Skills
- Teaching and Training
- Making Hard Decisions
- Self-Development

PERSONALITY TYPE: ENFP-A

## CONTACT

 +63916 625 7025

 DigitallyReborn@gmail.com

 Manila, Phillipines



## WORK EXPERIENCE

### FREELANCE

Liaison and Documentation Agent

- Nov 2021 to Present**
- Processes DTI, SEC, BIR and PPA Permits
  - Complete the necessary requirements for the clients
  - Facilitates communications and coordinates activities between client and government agencies

Project-Based - Social Media Manager

- Conceptualises Brand and Logo
- Creates graphics and video designs for social media
- Manages Social Media (FB, Instagram, Tiktok)
- Creates posts on FB, Marketplace and other selling platforms

### CHICKISS

Store Manager/Graphic Designer

- Dec 2020 to Oct 2021**
- Manages the store and day-to-day operation
  - Manages the Social Media Presence (FB, Instagram)
  - Creating promotional materials
  - Ensures enough inventory and smooth production
  - Trains and motivates the staff
  - Payroll

### DREAM PARTNERS REALTY

Team Lead

- Dec 2017 to Sept 2019**
- Provides digital training (Social media & websites)
  - Manages websites
  - Designs/ layouts online marketing materials and collaterals
  - Recruits and trains real estate agents
  - Admin tasks
  - Deliver sales and quotas
  - Managed team

### DRIVEN MARKETING (REAL ESTATE)

Junior Marketing Associate

- Nov 2016 to Dec 2017**
- Digital marketing across social media and real estate platforms
  - E-Mail Marketing
  - Designs marketing collaterals
  - Delivers sales
  - Sales presentations / Facilitates property viewings
  - Creates computations for mortgage loans

### DMCI HOMES (REAL ESTATE)

Sales Manager

- Oct 2013 to Oct 2016**
- Provides Digital Training (Social media & websites)
  - Designs and manages open-house events
  - Designs/layouts online marketing and collaterals
  - Recruits and trains property consultants
  - Admin Tasks
  - Meeting of monthly quotas and deadliest deadlines
  - Managed sales team

Senior Property Consultant

- July 2013 to Sept 2013**
- Mans the booth and sales office.
  - Generate leads using digital marketing and other sources
  - Meeting of monthly quotas and deadliest deadlines
  - Sales presentations/Property viewings
  - Contract signing with clients
  - Helps and guides new agents

Property Consultant

- Aug 2012 to Jun 2013**
- Mans the booth and sales office.
  - Generate leads with digital marketing and other sources
  - Meeting of monthly quotas and deadliest deadlines
  - Property Viewing
  - Contract signing with clients

### SYKES ASIA

Credit Specialist (Customer Service)

- Sept 2010 to July 2012**
- Provides customer service support to U.S. market
  - Active listening & understanding clients' needs and providing solutions
  - Taking ownership of the situation/caller's concern
  - Volunteered to design company boards
  - Works on holidays

## SOCIAL MEDIA EXPERIENCE

- Sets-up social media Business Pages. (Facebook, Instagram, Twitter, Youtube, TikTok, LinkedIn, etc)
- Community Management
- Scheduling of posts
- Responding to messages and comments
- Content planning
- Create content plans or calendar to drive engagement and promote online brand awareness.
- Media Planning (Facebook Ads, Instagram Ads, Twitter Ads, Youtube Ads, LinkedIn Ads, TikTok Ads, etc)
- Design and create images or video content using different software (Canva, Photoshop, Premiere & etc.)
- Web design, Squeeze page, Online questionnaire.
- Landing Pages creations
- Video Campaign & Teaser
- Lead Generation



