



ELFIE ROSE CELIZ- ESPAÑOLA

SALES & MARKETING OFFICER

ABOUT ME

I am a reliable and creative Virtual Assistant with experience in Canva graphic design, video editing, and sales and marketing support. I help businesses create engaging visual content, manage marketing tasks, and support daily operations efficiently.

As a Sales and Marketing Officer, I have hands-on experience with customer communication, lead support, content promotion, and organizing marketing materials. This allows me to understand what clients need and how to support business growth effectively.

I am detail-oriented, organized, and eager to learn new tools. I take pride in delivering quality work, meeting deadlines, and being a dependable support for my clients.

EDUCATION

BS INTERNATIONAL TRAVEL AND TOURISM MANAGEMENT

Lyceum of the Philippines University- Cavite Campus

Dean's Lister (2020-2024)

Graduated: September 26, 2024

Cum Laude

SKILLS

- Canva Graphic Design (Social Media, Posters, Presentations)
- Video Editing (Reels, Shorts, Promotional Videos)
- Social Media Content Support
- Sales & Marketing Assistance
- Data Entry & Online Research
- Email & Chat Support
- Basic Admin Tasks

CONTACT DETAILS

Email Address:

elfieroseespanola3@gmail.com

Phone Number : 09456624147

Experience

● Role: Freelance Canva Designer & Video Editor

Type: Part-time / Project-Based

Duration: (August 2024 – September 2024)

Description:

- Created social media graphics, posters, and promotional materials using Canva
- Edited short videos for reels, promotions, and online content
- Assisted with basic content layout and branding consistency
- Followed client instructions and met deadlines for each project

● Role: Sales & Marketing Officer (Hybrid)

Type: Part-time / On-call

Duration: (October 2025– Present)

Description:

- Assisted with sales and marketing tasks such as content preparation and promotions
- Supported customer communication and follow-ups
- Helped organize marketing materials and online posts
- Assisted with basic admin and coordination tasks

Organization

● LPU-CAVITE CITHM - STUDENT GOVERNMENT

Position: Events Committee (October 2023 - Present)

Summary of Actual Duty:

- Handles huge school events involving planning, stage set-up, and collaborating with other organization ensure everything runs smoothly.

Reference

● MR. MARTIN RECENTES

General Manager of Dulce Corazon

dulce.corazon.0621@gmail.com

● DR. JOSIELYN TOLEDO

Position: Regional Director of United Tourism and Hospitality Professionals

Email: josielyn.toledo@lpunetwork.edu.ph