

DARRYLL A. PANGANIBAN

✉ Add: Purok 4 Cabetican, Bacolor Pampanga 2002
Philippines

📞 Mobile #: (+63) 920 815.2585

✉ E-mail: darryllpanganiban@gmail.com



OBJECTIVE

To be a part of a company that enables me to use and gain more knowledge and skills related in my field of work.

QUALIFICATIONS

- ✓ Good Track record from previous employments.
- ✓ Excellent client management skills
- ✓ Ability to design and execute research projects and interpret meaningful and actionable results
- ✓ Ability to multi-task and effectively manage deadlines
- ✓ Excellent in Clerical Support and Office management procedures
- ✓ Willingness to learn

GRADUATED

B.S INFORMATION MANAGEMENT

MARY THE QUEEN COLLEGE (PAMPANGA) SY 2003-2008

Jose Abad Santos Avenue Olongapo-Gapan Road, Pampanga

Consistent Academic Scholar

WORK

EXPERIENCE

DIGITAL MARKETING SUPPORT

Bonkers Beat | www.bonkersbeat.com
Southland Centre, Victoria 3192 Australia

Satellite Office : **BMG, Philippines**

Berthapil Clark Center Freeport zone Angeles Pampanga, Philippines

- Manage business social media and online marketing accounts
- Create Social media campaigns – which includes Facebook, Twitter, Instagram, LinkedIn, Youtube pages/ channel management
- To build and develop marketing strategies
- Landing page creation for campaigns
- Image optimisation and basic Photoshop images
- Creating and preparing taglines for social media posts
- Manage generic email newsletter

- Upload generic blog post on client's website and across other media platforms including Simplyaskit, LinkedIn, Facebook and Instagram channels.
- Manage Lead generation active market campaign on LinkedIn. This involves, sending customized invitations to individuals, working off specific templates and also responding without the need for constant supervision.
- Approach potential referral partners on LinkedIn and try and book appointments using **Podium Salesforce** and **OneDrive**.
- **LastPass Cloud Security**, for client data/ password security encryption.
- Basic Edit videos along with graphics, headings, subtitles and background music to post on Youtube and other media platforms including Simplyaskit, LinkedIn, FB& Instagram.
- Monitor marketing industry news and look to post fresh content on Facebook and Instagram channels using **Gramblr** app and **Canva**.

DIGITAL MARKETING ASSOCIATE

Perioperative Solutions Adelaide | www.perioperativesolutions.com.au

Level 30 Westpac House 91 King William St. Adelaide SA 5000

Satellite Office: **Cornerstone Business Solutions, Philippines**

Bldg 2126 CP Garcia St. Clark field Zone Pampanga

May 2017 – to May 2018

- **Social Media Management** – HootSuite, LinkedIn, Facebook, Youtube, Pinterest, Instagram, Google+
- Perform online market research co-ordination and curation (research, ideas and postings)
- **Lead Generation** – Database Building Management
- **SEO** skill- Perform ongoing keywords discovery, expansion and optimization.
- Working knowledge of **HTML** and **CSS** development and constraints.
- **MailChimp** - Email Marketing management and co-ordination using **BingMail** platform.
- **WordPress**- Website management and coordination
- **Podio** - CRM Project Software Management
- **Asana** and **Slack** - Web and mobile application for tracking team's work & manage projects.
- **Canva** - online designing tool and **Macromedia Fireworks** for Graphic designing, layouts and templates.
- **Google+ Calendar**– Daily updates for team schedules and meetings.
- **Email** and **SMS management** including filtering
- Phone calls for follow-ups | Project and Team co-ordination
- **Project management** -Tracking deadlines and deliverable reports
- Training new team members for business and work practices
- Perform tasks related to marketing which will complement the work of the onshore/offshore team in Philippines and in Australia.

IT SUPPORT STAFF

eGroup Property Holdings, Inc.

Cacho-Gonzales Bldg. Aguirre St., Legaspi Village, Makati City, Philippines

January 2014 – April 2017

- Monitoring and maintain the daily performance of computer systems computer network and systems.
- Set-up equipment for employee use, performing or ensuring installation of network peripherals, operating systems, and appropriate software.
- Maintaining technical manuals, confer with users, and conduct computer diagnostics to investigate and resolve problems and to provide technical assistance and support.
- Referring major hardware or software problems, recommend and improvements or upgrades or failures or products to vendors.
- Maintaining proper records of daily data communication transactions, problems encountered, and solved installation activities.
- Maintaining confidentiality with regards of information being processed, stored and accessed by the company.

FREELANCE GRAPHIC DESIGNER

Self Employed, Home Based

January 2013 – December 2014

Work Description:

- Conceptualized advertisements for local developers like Golden Frontier Era Land Corporation (Residencia de Floen) in Bagac, Bataan, Secret Garden Resort in Kalibo, Aklan and client assets.
- Communicate with clients/ brokers to develop custom advertisements and marketing collateral.
- Collaborated through a structured feedback through email and chatting.
- Projects included logo design, collateral design, front end web design, email template design, ad layout, presentation design and tshirt printing.
- Developed style sheets for layout design projects and mapping.
- Developed and re-vamped advertisements for jeepney ad transit, customized tarpaulin and billboard ad designs.
- Formatted and color corrected photos for ad developer's use in production.
- Created logos and processed camera ready advertisements from outside sources.
- Integrated print and online collateral in-house and client assets.
- Marketing campaigns executed on Social media channels.

IT SUPPORT STAFF**Sky Freight Philippines**

Manila Office : 2F Sky Freight Center Ninoy Aquino Avenue Paranaque,

March 2011- November 2012

Work Description:

- Securing and ensuring that all pertinent Marketing Collateral are available and updated from Marketing Department.
- Shall from time to time propose relevant Graphic designs for the printable sales materials.
- Shall act as the In-house systems support trouble shooter in relation to the office's internet connectivity and computer hardware and software systems. Provide helpdesk support & perform network and system maintenance service.
- Prepare weekly reports or ad hoc project by the MIS team. Sharing information required for the team to be successful.
- Shall oversee and update all information in the Website on a prescribed duration and under the advisement from the Marketing Management team.

SUBSIDIARY OF SKYFREIGHT PHILS**Coastal Grove Development Corporation**

Project Site Office : National Road Kaparangan Orani, Bataan

Work Description:

- Managed all Brokers who wants to be accredited to sell our house and lots in the project.
- Assisting the Brokers during their tripping and showing of model units.
- Guiding the Brokers with the technical information regarding the project.
- Doing periodic updates re: Construction progress and other monthly promotional campaign and sales activities.
- Assisting in the preparation of Open House activities.
- Preparing all marketing promotional materials i.e flyers, invites, email blasting, banners, signage etc.
- Uploading project promotional campaigns and designing new layouts and templates for marketing events and other sales activities.
- Inventory Control Monitoring.
- Preparing weekly Sales report and Monthly summary.
- Conducting Project Orientation and Site visits/ Orientation with Brokers and their Clients or Network Groups of Brokers.

IT STAFF/INSTRUCTOR**Santa Rita College**

Santa Rita, Pampanga

Jan. 2010- August 2010 (Contractual)

Work Description:

- Installs, maintains, and modifies application programs, business application programs, and computer hardware related devices.
- Identifies and analyzes user requirements and recommends appropriate applications or modifications for computer software and hardware.
- Investigates, recommends, and installs new applications. Assists personnel of other departments as a computer resource.
- Monitors and maintains computer systems and networks of an organization.
- Installs and configures computer systems, diagnoses hardware/ software faults and solves technical problems. Replaces parts as required.

PART-TIME IT INSTRUCTOR

VisualCom School of Computer and Technology

4F DSF Bldg. City of San Fernando, Pampanga

October 2008-November 2009

Work Description:

- Working with other teams (e.g. technical team, service desk) to ensure the coordinated management of incidents. Regularly prepared for diagnostic report as well as the status and maintenance of computer laboratory of the institution.
- Briefing the OJT's and other technical staff for maintenance and safeguard of computer laboratory. Taught Computer subjects for College.

ASSESSOR / COMPUTER INSTRUCTOR

Department of Education | Bureau of Alternative Learning System

Guagua East District, DepEd Pampanga Division

April-November 2005, 2006, 2007

Work Description:


- Taught Basic Computer course particularly MS Office Application tools like Word and Excel, Computer Basic setup and maintenance.
- Project programs involved Government Officials, Head/Supervisors/ OIC Public/Private Teachers, Private individuals worked in a private company, businessmen and other stakeholders.

**TECHNICAL
PROFICIENCY**


PLATFORMS

 WINDOWS 7.8.10

PROGRAMMING LANGUAGES

 Visual Basic 6.0, FrontPage, HTML, CSS

APPLICATIONS

 Microsoft Office Tools 2003-2007-2010 | OFFICE 365 | OneDrive
Word | Excel | PowerPoint | AccessdBase | Office Outlook | Publisher

✚ Macromedia Fireworks MX 2004 | Dreamweaver (intermediate level)

TECHNICAL SUPPORT

✚ Hardware /Software Installations. Basic networking installation, System maintenance, Troubleshooting, Diagnostic, Internet connections.

TYPING SKILLS

✚ 40-45 wpm at least of 95% standard speed accuracy.

SEMINARS ATTENDED

Filling the Funnel : Leads Generation in a Digital World

BEELINE INC.

The Gallery, 110 Legazpi Street, Makati , Philippines

06 March 2019

Total Protection | Data Security Backup Seminar 2019

SOPHOS Direc Business Technologies Inc.

Klir Water Park Guiguintu Bulacan, Philippines

01 March 2019

Social Media Master Class Series1

ONLINE PHILIPPINES

GreatWork Business Campus, Quezon City, Philippines

24 November 2018

Digital Marketing Course

CORNERSTONE TRAINING INSTITUTE, Australia

Bldg 2126 CP Garcia St. Clark field Zone, Pampanga, Philippines

14 June 2017

Information Technology Training Center (Y4IT)

UNIVERSITY OF THE PHILIPPINES

Philippine Youth Congress in Information Technology, North Edsa Quezon City

14 September 2007

