



NEIL PATRICK MCINTYRE

YOUNG AND DYNAMIC PROFESSIONAL



WORK EXPERIENCE

Marketing & Social Media Content Creator: Riverwood Nursery, Abu Dhabi

September 2021 – December 2021

- Set up marketing campaign and created all digital content materials
- Edited promotional posters and videos
- Handled all social media pages (Facebook, Instagram, Snapchat, & Tiktok)
- Define and reach niche market
- Analyze data and monitoring market data and performances
- Responsible for all marketing aspects of Riverwood Nursery

Admin Assistant: Al Ayadi Al Satea Cleaning and Technical Services

April 2021 – September 2021

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Manage customer bookings and scheduling.
- Contributes to team effort by accomplishing related results as needed.
- Perform additional administrative duties.

Virtual Assistant (Internship): Lazada Philippines

January 2021 – March 2021

- Handled all Social Media Pages
- Provide digital marketing content and campaign ideas
- Answer inquiries, provide customer service
- Organize virtual meetings, events, and conferences
- Attended training and seminars of the company
- Other duties requested by supervisor

WORK EXPOSURE

Volunteer Member, COMPASS

June 2018 – May 2021

- Organized Community Outreach in different barangays in metro Manila
- Participated in Tree planting at La Mesa Eco Park
- Conducted Medical Mission in partnership with science courses
- Host the events and activities

Registration and Evaluation Committee, Go Negosyo Mentor Me on Wheels

February 2020

- Assist delegates to register and answer evaluation after the mentorship
- Make a registration summary and an evaluation report

Event Coordinator (Freelance): Manila, Philippines

March 2018 – March 2020

- Maintaining a working relationship with vendors and venues
- Planning event aspects, such as venue, seating, dining, and guest list
- Delegating event planning tasks to other staff members where necessary
- Look for possible suppliers and sponsors
- Coordinating event entertainment, including music, performers, and guest speakers
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors
- Supervised technical team
- Other Event Coordinator duties that requested by the event manager/top management

EDUCATION

Centro Escolar University

Bachelor of Science in Business Administration Major in Marketing Management

Magna Cum Laude | Model President | Outstanding Student | Presidential Gold Medalist | Gold Medalist in Leadership for Co/Extra-Curricular | Toyota Young Marketeer Finalist

2018-2021

Sta. Clara Parish School Inc.

Senior High School: Accountancy, Business and Management Strand

With Honors | Silver Medalist for Excellence | Leadership Medalist

2016-2018

Sta. Clara Parish School Inc.

Junior High School

5th Honorable Mention | Gerry Roxas Leadership Medalist | Leadership Medalist

2012-2016

PROFESSIONAL SUMMARY

I am a qualified and young and dynamic professional social media marketing, and content creator with extensive experience in digital marketing using social media platforms and internet tools to reach a larger audience. I am a Technological Savvy and goal-oriented young professional. Driven and motivated to help the organizations thrive. Strong creative and analytical skills. Team player and a leader with an eye for detail.

SKILLS

- Adaptability and attention to detail
- Ability to create engaging content on social media platforms.
- Ability to think quickly and respond to clients and followers on social channels
- Ability to work under pressure and meet strict deadlines.
- Ability to work flexible, extended irregular hours, including nights, weekends, holidays, as dictated by the event or work schedule.
- Proficient in Microsoft Word, Excel, PowerPoint and internet research
- Skillful with Movie Maker, Photoshop, Canva, Final X Pro, and various multi-media editing programs
- Basic knowledge in SEO and website management
- Knowledge and experience in Photography and Videography
- Strong written and verbal communication
- Excellent in event planning and organizing
- Extensive skills and experience in handling social media accounts/pages.
- Extensive knowledge and experience in Facebook, Twitter, LinkedIn, Pinterest, Instagram, Tiktok and other social media best practices.
- Graphic design and video editing
- Exceptional Leadership skills and experience
- Data analytics and content creation
- Self-lead with an ability to work independently or as part of a team
- Finishes given tasks efficiently and effectively
- Impeccable time management skills with the ability to multitask
- Willingness toward continued learning and self-improvement.
- Customer Service Skills

QUALIFICATIONS & CERTIFICATIONS

- **Advance Working Proficiency**, Test of English for International Communication (TOEIC), March 2021
- **SAP Business One: Transaction Processing and Management Reporting**, FIT Academy, October 2019
- **Events Management**, TESDA National Certificate III, July 2019
- **Bookkeeping**, TESDA National Certificate III, March 2018



0547148109



nprmcintyre@gmail.com



Ruwais City, Abu Dhabi. UAE



Residence Visa



Fully Vaccinated



Filipino

RELATED TRAININGS AND CERTIFICATIONS EARNED

- **Certificate of Accomplishment on Google Analytics for Beginners**
Google Analytics Academy, December 2021
- **Certificate of Achievement on Becoming an Administrative Assistant**
Udemy, November 2021
- **Certificate of Accomplishment on Digital Marketing 101**
SimpliLearn SkillUp, September 2021
- **Certificate of Accomplishment on Intro to Search Engine Optimization (SEO)**
C.L Magno I.T Solutions, September 2019

LEADERSHIP EXPERIENCE

- **President**, University Student Council, Centro Escolar University, July 2020 – July 2021
- **Public Relation Office**, Philippine E-Leaders Network Wadwhani Foundation, July 2019 – May 2021
- **Vice President**, University Student Council, Centro Escolar University, July 2019 – June 2020
- **Auditor**, Accountancy and Management Student Council, Centro Escolar University, June 2018 – June 2019
- **President**, Student Coordinating Body, Sta. Clara Parish School Inc., March 2015 – April 2018

ORGANIZED EVENTS

- **Voters Registration Webinar**, Centro Escolar University, Overall Chairman, May 22, 2021
- **Annual Recollection**, Centro Escolar University, Organizer, April 10, 17, & 24, 2021
- **Usapang Centro (Online Monthly Show)**, Centro Escolar University, Over-all Chairman, September 2020 – May 2021
- **BrighTalk: A monthly Webinar Series About Mental Health**, Centro Escolar University, Organizer, September 2020 – May 2021
- **USC Saturdays (Major Event of Council)**, Centro Escolar University Over-all Chairman March 06, 13, & 20, 2021
- **Job Hunting Seminar 2021**, Centro Escolar University, Organizer, February 20, 2021
- **University Student Council Leadership Webinar 2020**, Centro Escolar University, Organizer, November 28, 2021
- **CEU Leadership Congress 2020**, Centro Escolar University, Organizer, October 10, 17, & 24, 2020
- **Go Negosyo: Mentor Me on Wheels**, Glorietta, Activity Center, Volunteer-organizer, February 10, 2020
- **CEU Leadership Congress 2019**, Centro Escolar University, Organizer, October 18-20, 2019
- **University Student Council Leadership Training Seminar 2019**, Centro Escolar University, Organizer, October 03-04, 2019

SEMINARS ATTENDED

- **MADWORLD 2021: Unlocking Consumer Experience**, Philippine Junior Marketing Association, Delegate, May 15-26, 2021
- **LazStart: Internship Training**, Lazada Philippines, Trainee, March 23-24, 2021
- **Research Webinar**, Centro Escolar University, Delegate, February 27, 2021
- **Let's talk: Ethics and Management**, Centro Escolar University Delegate February 11, 2021
- **On the job training seminar on Entrepreneurial**, Centro Escolar University, Delegate, February 08, 2021
- **Seminar on Trends and Updates**, Centro Escolar University, Delegate, January 29, 2021
- **Gender Sensitivity Seminar**, Centro Escolar University, Delegate, December 05, 2020
- **Accountancy and Management Leadership Training Seminar**, Centro Escolar University, Delegate, December 05, 2020
- **PINC Congress 2020**, Positive Impact Nation Change, Delegate, December 01, 2020
- **Go Negosyo: Sign Up Conference 2020**, Go Negosyo Online, Delegate, November 26, 2020
- **PAPSAS Interactive Youth Forum**, Philippines Association of Practitioners of Student Affairs, Delegate, November 20, 21, & 28, 2020
- **Let's talk: Business Innovation**, Centro Escolar University, Delegate, October 10, 2020
- **National Finance Congress 2020**, De La Salle University, Delegate, August 08, 2020
- **Go Negosyo: Angat lahat sa Digital**, World Trade Center, Delegate, September 23, 2019
- **National Finance Congress 2019**, De La Salle University, Delegate, July 13, 2019
- **Youth Entrepreneurship Summit**, World Trade Center, Delegate, March 08, 2019
- **MADWORLD 2019: Unravelling the Art of Influence**, Philippine Junior Marketing Association, Delegate, February 24, 2019
- **STEP UP Business Seminar**, Ateneo University, Delegate, September 29, 2018
- **Junior Financial Executive Seminar**, Mall of Asia Arena, Delegate, September 17, 2018
- **TK youth Leadership Training**, Baras, Rizal, Delegate, August 25-27, 2018

CHARACTER REFERENCES

Dr. Maria Corazon L. Andoy

Head, Student Affairs, Council Adviser and Mentor, Centro Escolar University
clandoy@ceu.edu.ph

Ms. Alnee Joy Azul

Internship Adviser
ajaazul@ceu.edu.ph

I hereby certify and confirm that all the information provided and contained on each page are true and correct in all aspects to the best of my knowledge and beliefs. I understand the consequences of any untrue or incorrect information provided above.


NEIL PATRICK R. MCINTYRE
Applicant

Neil Patrick R. Mcintyre

COVER LETTER



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nprmcintyre@gmail.com



Ruwais City, Abu Dhabi. UAE



Residence Visa



Fully Vaccinated



Filipino

To Whom it May Concern

Please accept my enclosed job application in your esteemed company. Having read through your job description, I am thrilled to be applying for this position as my experience and skillset match the requirements you're looking for.

I am a qualified and young professional marketing Staff/Social Media Marketing/Content Creator/Digital Marketing with extensive experience in social media marketing and content creations. Technological Savvy and goal-oriented young and dynamic professional. Driven and motivated to help the organizations thrive. Strong creative and analytical skills. Team player and a Leader.

I have excellent attention to detail and enjoy tasks. Experience and good technical knowledge in using social media platforms such as Instagram, Facebook, Twitter, Snapchat, YouTube, Tiktok, LinkedIn and various platforms. and Experience in using effective social media scheduling and monitoring tools

I have a passion for social media because it's an effective tool for connecting people, and I'm an inherently social person. I enjoy communicating and developing positive relationships with consumers of different backgrounds, and also thrive when executing social media campaigns - regardless of the target demographic.

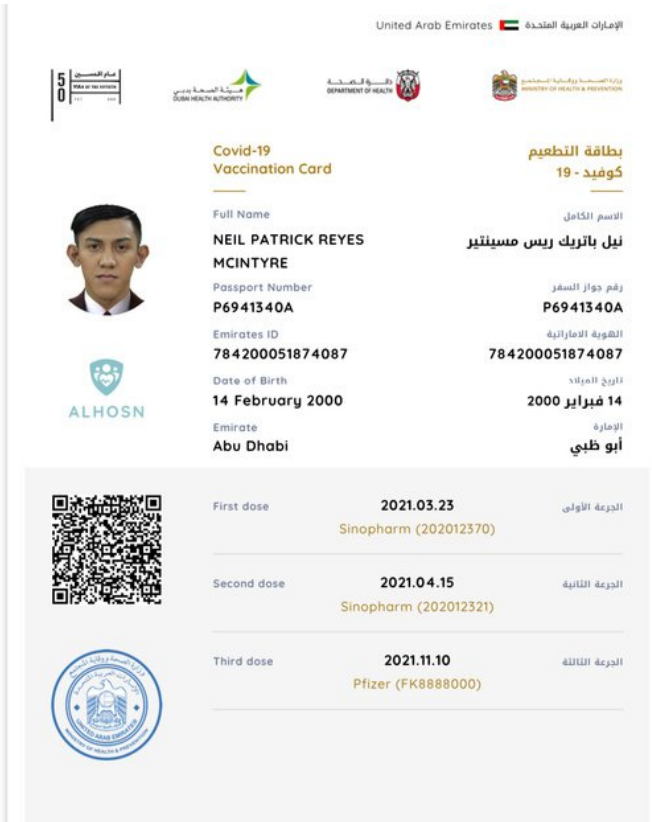
My time management and interpersonal skills make me ideally suited for the fast-paced and often hectic duties. I'm an outstanding team player but have no trouble working independently and taking initiative when I see the need. I work tirelessly from start to finish and don't leave the worksite until I am satisfied that everything has been cleaned up and attended to properly. I am confident I can make an outstanding contribution to the events team at your company. I have the ability to work flexible, extended irregular hours, including nights, weekends, holidays, as dictated by the event schedule.

I hope to be able to speak with you soon about my qualifications and look forward to hearing from you. Thank you for your time and consideration.

Best,

Neil Patrick R. McIntyre
Applicant

COPY OF DOCUMENTS



<https://drive.google.com/drive/folders/1hhwka2FAEungPyIL03N50a4WRUXZ3GoF?usp=sharing>

CLICK/COPY THE GOOGLE DRIVE LINK TO ACCESS MY DIPLOMA, TOR & CERTIFICATES