

RENEBEL TABELON

Digital Marketer / Administrator

ABOUT ME

With 18 years of total experience from Office operation, Administration, with teaching & training aptitude + supervisory and management ability. Strong background in Computer field from MSOffice to Technical Troubleshooting, networking, Social Media Management and Digital Marketing.



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<https://renebel.wixsite.com/rtabelon>

renebel@programmer.net



SKILLS PROFICIENCY

MS Office

100% Advanced and can Teach

Customer Relation Management

100% Advanced and Updating

Dubizzle | PropertyFinder | Bayut

100% Advanced and can Teach

Social Media Management

95% Advanced and Updating

Online Advertising

95% Advanced and Updating

Digital Marketing (SMS, Email, Whatsapp)

95% Advanced and Updating

Graphics & Layout Designs

80% Advanced and Developing

Video Production/Editing

65% Practitioner

Web Design and Development

80% Advanced and Developing



KEY COMPETENCY

Critical Thinking & Problem Solving

Planning and Organizing

Decisiveness

Team Work and Stress Tolerance

Creative



SUMMARY OF WORKS

- Created and Implemented an Annual Comprehensive Marketing Plan
- Created and Implemented Digital Marketing Platform from Social Media to SMS Campaign, Email Campaign, Whatsapp Campaign, SEO, SMM, SMO, and Googles Ads.
- Created Company Website (www.phoenixrealestate.ae)
- Created Company Website (www.Socialvision.ae)
- Created Company Profile
- Supervised Company Website Functionality and Development
- Managed and Supervised Marketing and Staff Personnel
- Customer Relationship Management (CRM) Administrator
- Social Media CRM Administrator
- Portal Administrator
- Lead Social Media posting and advertising
- Well-verse in Landing Page Creation
- Well-verse in Video Ads Creation (Videographer)
- Well-Verse in Photo Editing for Portal Posting (Photographer)
- In Charge of High-Quality Ads Posting (Portals and Social Media)
- Conducted Social Media Promotional Events
- Conducted Hiring and Interview Process for new staff
- Trained new staff in regards to how company systems works
- Well acquainted with Customer Service and Client negotiation



WORK EXPERIENCE

Creative Manager

Social Vision Website Services
Al Khalidiya, Abu Dhabi, UAE



SOFTWARE SKILLS



EDUCATION

COLLEGE LEVEL

AMA COMPUTER LEARNING CENTER BACHELOR OF SCIENCE

Major in Computer System Design
and Programming

1999 - 2002

SECONDARY GRADUATED LETRAN DE DAVAO HIGH SCHOOL

Tagum City

1993 - 1994

MARKETING EXECUTIVE / TEAM LEADER

Phoenix Real Estate Management

Al Nasser Str., Abu Dhabi, UAE

August 8, 2018 - July 1, 2019

MARKETING EXECUTIVE

Via Nova Real Estate

Addax Tower, Al Reem Island, Abu Dhabi, UAE

July 16, 2017 - February 28, 2018

MARKETING EXECUTIVE

Ruayat Real Estate Management

Tamouh Tower, Marina Square, Abu Dhabi, UAE

March 01, 2017 - June 30, 2017

MARKETING OFFICER / OFFICE ADMINISTRATOR

Dirham Real Estate

Al Maqam Tower, Al Mariah Island, Abu Dhabi, UAE

March 2015 - February 30, 2017

TRANSPORT ADMINISTRATOR

ABV Rock Group LTD.

Riyadh City, Kingdom of Saudi Arabia

June 2009 - June 2011



PHILIPPINES WORK EXPERIENCE

ACCOUNTING CLERK / COMPUTER OPERATOR

City Government District

Tagum City

August 2002 - September 2007

PART-TIME COMPUTER INSTRUCTOR

Computer Innovation Center Tagum Inc.

Tagum City

June 2003 - March 2004

PART-TIME COMPUTER INSTRUCTOR

Computer Innovation Center Tagum Inc.

Tagum City

June 2003 - March 2004

OPERATION MANAGER

Cybernet Internet Cafe

Tagum City

September 1999 - March 2002

COMPUTER INSTRUCTOR

Narisma Computer Literacy Center

Tagum City

April 1994 - April 1996