DELLY SUMAGANG

SMM/Graphic Designer /Video Editor



CONTACT INFORMATION

Digital Forge

ALoran Misamis Occidental

EDUCATION

Bachelor in Elementary Education (College Level)

Personal Computer Operation (TESDA))

TRAININGS

SCALA Computer Training

PERSONAL COMPUTER OPERATION NC 11
Tesda

SOCIAL MEDIA ACADEMY
Social Media Management

SMM-OJT-14 days

SKILL NI jUAN
Graphic Designing -Fundamental

PRO-VA
General Virtual Assitant

DATA ENTRY 101 TRAINING

PROFESSIONAL SUMMARY

I am a freelancer with a year of experience working with various clients, handling projects in video editing, social media management, graphic design, and vlogging. Throughout my experience, I have learned how to collaborate effectively with clients, meet deadlines, and deliver creative, high-quality results tailored to their goals. In addition, I have hands-on experience in direct selling through street-based retail, which strengthened my understanding of customer behavior, sales psychology, and practical marketing strategies. By engaging with customers face-to-face, promoting products, and building repeat buyers, I developed strong communication, persuasion, and relationship-building skills. I apply these real-world marketing insights to my digital marketing strategies, creating content that not only attracts attention but also drives engagement and conversions. My commitment to excellence and strong work ethic help me build lasting professional relationships and bring real value to every project I take on.

WORK EXPERIENCE

MUNICIPAL HEALTH OFFICE/MAYOR'S OFFICE

Admin Assistant

RESPONSIBILITIES

- MANAGED END-TO-END PAYROLL PROCESSING, ENSURING ACCURACY AND TIMELY DISBURSEMENT
- FACILITATED ISSUANCE OF PERMITS AND CERTIFICATIONS WITH STRICT ADHERENCE TO GOVERNMENT POLICIES
- PREPARED, REVIEWED, AND PROCESSED VOUCHERS FOR FINANCIAL TRANSACTIONS
- MAINTAINED SYSTEMATIC FILING AND DOCUMENTATION FOR EFFICIENT OFFICE OPERATIONS
- ASSIST PATIENTS CONSULTATION
- ENCODING FILES

ENHANCED COOL AIR CONDITIONING SERVICES

Promotional Graphics and Videos

RESPONSIBILITIES

- DESIGN EYE-CATCHING ADS FOR SERVICES LIKE AIRCON CLEANING, INSTALLATION, AND REPAIR
- CREATE FLYERS, TARPAULINS, BROCHURES, AND SOCIAL MEDIA POSTS PROMOTING PROMOS (E.G., ₱499 CLEANING)
- DEVELOP HIGH-CONVERTING FACEBOOK AND INSTAGRAM AD CREATIVES

LEADGEN MARK AGENCY

Video Editor

RESPONSIBILITIES

- CREATED PROMOTIONAL VIDEOS FOR WEBSITES TO ENHANCE BRAND VISIBILITY AND USER ENGAGEMENT
- PRODUCED HIGH-QUALITY VIDEO CONTENT TAILORED FOR WEB PLATFORMS AND MARKETING CAMPAIGNS
- DESIGNED VISUALLY COMPELLING VIDEOS THAT COMMUNICATE BRAND MESSAGES EFFECTIVELY

NELLYNES HAIR STUDIO

Social Media Manager

RESPONSIBILITIES

- CREATE ENGAGING VISUAL CONTENT (IMAGES AND VIDEOS) FOR AN ALREADY ESTABLISHED SOCIAL MEDIA PAGE
- PLAN AND SCHEDULE POSTS TO MAINTAIN CONSISTENT ONLINE PRESENCE
- ENSURE CONTENT ALIGNS WITH BRAND IDENTITY AND AUDIENCE ENGAGEMENT GOALS

SOFT SKILLS

- Fast-Learner
- Time Management
- Adaptability
- Flexibility
- multi-tasking
  Teamwork

ALHOZAMI REAL ESTATE DEVELOPMENT

Graphic Designer

RESPONSIBILITIES

- DEVELOP AND DELIVER DESIGN MATERIALS THAT CONSISTENTLY REFLECT THE BRAND'S VISUAL IDENTITY, ENSURING COHESION ACROSS ALL REAL ESTATE MARKETING ASSETS.

CM DIGITAL FORGE

Owner

RESPONSIBILITIES

- CONTENT CREATION LAYER – GRAPHICS, VIDEOS, CAPTIONS.
- POSTING & SCHEDULING LAYER – CALENDAR, SCHEDULED POSTS.
- CLIENT & ORDER MANAGEMENT LAYER – INQUIRIES, REVISIONS, DELIVERIES.

FRUIT STORIES BY FILJS/YUOTUBE CHANNEL

AI Video Editor

RESPONSIBILITIES

- AI-ASSISTED SCRIPTWRITING GENERATE INITIAL VIDEO SCRIPTS USING CHATGPT AS A FOUNDATION
- CUSTOMIZE AND REFINE AI-GENERATED SCRIPTS TO MATCH THE DESIRED TONE, STRUCTURE, AND AUDIENCE
- CONTENT EXPANSION & ENHANCEMENT EXTEND SCRIPTS TO REACH TARGET DURATION (E.G., 45 MINUTES) BY ADDING ORIGINAL IDEAS, SCENES, AND DIALOGUE
- ENSURE CONTENT REMAINS ENGAGING, COHERENT, AND ALIGNED WITH THE STORYLINE
- CREATIVE DIRECTION CONTRIBUTE ORIGINAL CONCEPTS AND STORYTELLING ELEMENTS WHEN AI-GENERATED CONTENT IS INCOMPLETE
- IMPROVE NARRATIVE FLOW, PACING, AND EMOTIONAL IMPACT OF LONG-FORM VIDEOS
- AI VISUAL PRODUCTION GENERATE CHARACTER IMAGES (E.G., FRUIT CHARACTERS) USING AI TOOLS
- MAINTAIN VISUAL CONSISTENCY ACROSS SCENES AND SEQUENCES
- VIDEO CREATION & ANIMATIONTURN STATIC IMAGES INTO ANIMATED VIDEOS USING TOOLS LIKE GOOGLE FLOW
- APPLY MOTION, TRANSITIONS, AND VISUAL EFFECTS TO ENHANCE STORYTELLING
- LONG-FORM VIDEO EDITINGPRODUCE AND EDIT VIDEOS UP TO 45 MINUTES, ENSURING SMOOTH FLOW AND AUDIENCE RETENTION
- ADD SOUND EFFECTS, MUSIC, SUBTITLES, AND TIMING ADJUSTMENTS
- PROBLEM-SOLVING & INITIATIVEIDENTIFY GAPS IN AI-GENERATED SCRIPTS AND INDEPENDENTLY IMPROVE OR COMPLETE MISSING PARTS
- ENSURE FINAL OUTPUT MEETS QUALITY AND LENGTH REQUIREMENTS WITHOUT RELYING SOLELY ON AI