

RICKY JAY TIMOSA GUIA

CAREER OBJECTIVES

To build a career in a growing organization where I can demonstrate my abilities by accepting challenges, contributing to organizational goals, and advancing my career through continuous learning and dedication.

EDUCATION

Tertiary Education

Governor Alfonso D. Tan College
Bachelor of Science in Office Administration
Sinanduloy Awardee, 2019

PERSONAL SKILLS

- Self-motivated and a good-term player
- Ability to perform under pressure and meet deadlines
- Quick and always eager to learn new technologies
- Adapts to the work environment easily

PROFESSIONAL SKILLS

- Basic knowledge of computers
- Proficient in Microsoft
- Graphic Designer
- Proficient in Photo/Video editing and production

WORK EXPERIENCE

Graphic Design

Freelance
Timor-Leste and Philippines
January 2024 – Present

1. Proficient in Canva and Adobe Photoshop
2. Social Media and Marketing Graphics
3. Posters, Banners, Flyers and Promotional Materials
4. Branding and Visual Content Creation
5. Photo Editing and Basic Retouching

Photography and Videography

Freelance
Timor-Leste (*Philshots*) and
Philippines (*Alamat Studio & Focshots*)
January 2022 – Present

1. Pre-birthday and Birthday shoot
2. Pre-wedding and wedding shoot
3. Promotional Video
4. Pre-pageant photo
5. Documentary Video
6. Music Video

FuNan International School

Marketing Head and Teacher
Malinamuk, Comoro, Dili, Timor-Leste
September 1, 2025 – Present

1. Develop and manage marketing campaigns and social media content to promote the school and increase engagement.
2. Create graphic designs, posters, banners, and promotional materials using **Canva, Davinci Resolve, and Adobe Photoshop**.
3. Capture, edit, and produce photos and videos for school events and promotional campaigns.
4. Plan and coordinate school events, activities, and promotional programs.
5. Teach assigned subjects and prepare lessons, worksheets, examinations, and instructional materials.
6. Monitor students' academic performance, participation, and overall progress.
7. Assist with administrative tasks, documentation, parent communication, and school operations.

Events Coordinator and Entertainer

D'Creative Events Stylist, Lace and Queens, Jabie Events, and iWedding Events
Philippines
February 2019 – August 2025

1. Assisted as a **Wardrobe Assistant and Event Coordinator** for D'Creative Events Stylist, supporting clients with preparations, styling, and event coordination.
2. Assisted in **pre-wedding photoshoots**, including wardrobe preparation, client assistance, and coordination.
3. Provided entertainment through **live singing performances**, including performances with Sinanduloy Quartet, Boy Band.
4. Performed as an entertainer during **guest arrivals, dinner programs, and special events** for various event suppliers.
5. Coordinated with event teams, suppliers, and clients to ensure smooth event preparation and execution.
6. Assisted with event setup, program flow, and other on-site requirements as needed.

Teleperformance Philippines

Customer Service Representative
Le Grand Avenue, McKinley West, Taguig City
August 2022 – January 2024

1. Provided professional customer service and assistance through phone, email, and other communication channels.
2. Handled customer inquiries, concerns, complaints, and service-related requests efficiently.
3. Processed customer orders, transactions, and service requests accurately.
4. Maintained customer satisfaction by providing timely and effective solutions.
5. Documented customer interactions and updated records in accordance with company procedures.
6. Met established performance, quality, and customer service standards.

Wildfire Inc.

Brand Ambassador

Warehouse 7 Pines St., Brgy. Buangyang Bato, Mandaluyong City, Philippines

November 2022 – November 2023

1. Represented and promoted various brands by engaging customers and inviting them to visit promotional booths.
2. Assisted customers by providing product information and recommendations.
3. Promoted and sold products while achieving assigned sales targets.
4. Maintained a positive customer experience and professional brand image.
5. Assisted with booth setup, product displays, and promotional activities.

Administrative Aide 1

Local Government Unit of Tangub, Philippines

Tangub City, Misamis Occidental

April 2019 – June 2022

1. Provided administrative and operational support to the Local Government Unit during events and daily office activities.
2. Processed vouchers, organized records, and maintained office documents.
3. Assisted clients and visitors with inquiries and basic administrative concerns.
4. Prepared official letters, documents, and monthly reports.
5. Assisted the Sinanduloy Cultural Troupe with rehearsals, performances, and event preparations.
6. Supported the coordination and execution of local government and cultural events.