

Rubie Ann Rognao

MARKETING ASSISTANT



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Dubai, United Arab Emirates



ABOUT ME

As a dynamic Marketing Assistant boasting a robust 12-year tenure at BDO Unibank Inc., I am excited to offer my well-honed expertise to your esteemed team. My seasoned background in the industry underscores a commitment to excellence and a proven ability to drive success. I am eager to leverage my experience and skills to make a significant impact within your organization, contributing to the achievement of our shared goals.

EDUCATION

Bachelor of Science In Tourism Management
College of the Holy Spirit
Manila, Philippines
2012

LANGUAGE

Filipino, English

PERSONAL DETAILS

Date of birth
23/09/1991

Nationality
Filipino

Marital status
Married

WORK EXPERIENCE

Marketing Assistant

BDO Unibank Inc. / Metro Manila, Philippines
/ Jan 2015 - Jan 2025

- Delivered exceptional client service, facilitating account openings, investment placements, and responding to inquiries, ensuring a seamless after-sales experience.
- Supported the Marketing Officer in promoting and selling the Bank's diverse financial products and services, driving customer satisfaction and business growth.
- Boosted business growth
- Aided in product sales
- Enhanced client service
- Facilitated account setups
- Drove business & satisfaction

Bank Teller

Bdo Unibank Inc. / Metro Manila, Philippines
/ Nov 2012 - Dec 2014

- Expert in financial transactions
- Accurate cash handling pro
- Boosted customer satisfaction by 20%
- Trusted with large cash transactions
- Efficient in high-pressure environments
- Enhanced team productivity by 25%
- Streamlined account opening process
- Top-tier sales of banking products
- Cross-sold services, lifting revenue 15%
- Excelled in customer dispute resolution

SKILLS

Highly Customer service oriented

Selling bank products

Flexible and easy to adapt

Good communication skills spoken and written

filing and documentation

computer literate

Good time management

can work under pressure

Good team player