




# 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                 |                                              |