



# NORHANINA MALANG ALAMADA

## MY CONTACT

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### Address

Brgy. Bucana 76 A, San Pedro,  
Rizal Extension, Davao City

## EXPERTISE

- MS Applications
  - Ms word
  - Ms Excel
  - PowerPoint
- Editing
  - Adobe Photoshop
  - Canva
- AutoCad
  - 2D & 3D
- SketchUp (3D)
- Google Earth
  - Location's Navigation
- Customer Service
- Social Media Management

## REFERENCES

### John Pasawiran

Team Leader  
Philippines Statistics Authority

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**Gmail** [pasawiranjohn999@gmail.com](mailto:pasawiranjohn999@gmail.com)

### Mujahid Salik

Agency Supervisor  
Primus @ Knowledge Agency

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### Michael Paglinawan

Store Manager  
Pixnwords

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## OBJECTIVE

- To expand my knowledge, learnings and skills and secure a challenging position in a reputable organization.
- Securing a responsible career opportunity for professional growth and to fully utilize my trainings and skills while making a significant contribution to the success of the company.

## EXPERIENCE

### AV Royal Gadgets | September 2023 - August 2024

Graphics Designer - Social Media Manager - Customer Service- Owner

- Negotiating with customers via phone calls, chats, and explaining products to them during meet ups.
- Engagement such as answering queries and concerns of the customers.
- Posting laptops on marketplaces, pages and on the AV Royal Gadgets page itself.
- Designing, content creation for posting and create strategies for target customers..

### Wuhan Fiberhome PH | October 29, 2021 - June 22, 2022

Outside Plan Design Engineer

- Fieldworks - Surveying areas for pole installation.
- Input works - Inputting data from survey using AutoCad app, Microsoft applications and Google Earth.

### Philippines Statistics Authority | September 01, 2020 - February 2021

Manual Processor & Census Enumerator

- Editing errors from data gathered by the enumerators.
- Gathering and collecting data in assigned area and record it on a data sheet.

### Pixnwords | March 2019 - February 2020

Graphics Designer / Layout Artist

- Designing and layouting tarps, Logo's, different invitations, brochures, calling cards, posters, shirts, slings and many more.
- Answering emails from customers.
- Cashiering and assisting customers.

## EDUCATION

- **June 2003 - March 2009**  
Lugay - Lugay Elementary School
- **June 2015 - April 2016**  
JCourse Design Technology  
Institute  
Technical Drafting & Caddtech

- **June 2009 - April 2015**  
Rasheeda High School INC.
- **August 2016 - July 21, 2022**  
Cotabato State University  
Bachelor of Science in  
Civil Engineering