

# Mark T. Doctama

## Contact Information

### Email:

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### Mobile:

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### LinkedIn Profile:

<https://www.linkedin.com/in/mark-doctama-b6aab1206/>

### Video Resume:

<https://www.youtube.com/watch?v=1uygK6DFvtc>

### Address:

B14 L3 #24 Kalayaan C St. Batasan Hills Quezon City

## References

### Frank Ian Calias

+639178334654  
caliasfrank@yahoo.com

### Joverly Cacas

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## Essential Skills

- Committed
- Attention to Details
- Fast Learner
- Tech Savvy

## Professional Goals

Exploring and learning in digital work are my passions. I am passionate with the complexity and accessibility of information at my fingertips. I always thrive to learn at any given opportunity. I am a fast learner, a good communicator, and a diligent worker. I look forward to working with people and companies who value equality, inclusivity, and impartiality. I am loyal, committed, hardworking, and willing to improve. I can assure you (my future employers) nothing but the best from me.

## Work Experience

### EDSEO Agency ( Current work)

- Position: SEO Assistant- May 2021

## Educational Training

### Eskwelabs

- Data Analytics - May-June 2021

### Fernando A. Amorsolo Foundation

- Art Workshop level 2 - May-June 2021

### Virtualahan Inc.

#### Certificate of Completion | Digital Marketing Skills -Mar-May-2021

- Lead Generation (Sales Navigator)
- Graphic Design ( Canva)
- Video Editing (In video, Wave)
- Automation using Zapier
- Social Media marketing and management,
- E-commerce (Amazon/eBay Listing)
- WordPress Web Development

### ALLBAS Accounting Services

#### Certificate of Completion | Xero Accounting-Feb-Mar-2021

- Bookkeeping

### ClairVoyance

#### Certificate of Completion | Call Center

- BPO and ESL Training (call center agent) -Feb-March- 2021

### Saint Brother Jaime Hilario Institute

#### Certificate of Completion | Certificate of Computer Application |

#### Basic Bookkeeping | Basic CCTV Monitoring-Oct-Dec-2021

- Microsoft and Google Application (Word, Spreadsheet, Slides)
- Basic CCTV Camera Operation
- Basic Bookkeeping
- English Proficiency
- Typing Speed
- Behavioral

### Notre Dame of Tacurong College, Sultan Kudarat

#### Bachelor of Science in Accountancy major in Accounting-2004-2005

- College Level

## Functional Skills

- Social Media Management
- Lead Generation
- Video Editing
- Web Designing
- Email Marketing

## Tools

- Microsoft Office:
- WordPress
- Wave
- Trello
- Mailchimp
- Google and Microsoft Applications