

Good Day, Ma'am/Sir!

My name is Billie Cordova. I'm writing to express my interest and apply for the Graphic Designer position. This would give me a chance to share my skills and talents with your company, as well as to expand my knowledge and enhance my skills and capabilities by working for you.

With a BFA degree in Advertising Arts and with a 6-year experience with graphic and multimedia design, I think I have a full knowledge and skills fit for this position. I've also worked for ForMe Clothing and Tyler, both a well-known clothing retail brands in the Philippines, for the past 2 years as a Marketing Associate and Visual Merchandising Specialist. As a Marketing Associate, I create marketing strategies to promote the brand and handle the brand's website and social media accounts, such as Facebook, Instagram and Twitter. I also engage in customer service and interact with the market. Also, I contribute my ideas and help in executing multimedia designs needed for clothing design, marketing & advertising collaterals and campaigns. I know my passion for graphic designing will help me excel in this job.

You may check my portfolio here: <https://www.pdf-archive.com/2014/06/28/billie-cordova-portfolio/>

If you would like to see the website and social media accounts of ForMe Clothing, which I handled for more than 2 years (Aug 2014 - October 2016) please click the links below:

- www.forme.com.ph
- Facebook: www.facebook.com/ForMe
- Instagram: [@forme_clothing](https://www.instagram.com/forme_clothing)

I appreciate your time and consideration. I'm hoping for your kind response. Feel free to contact me through my email (billiemariecordova@yahoo.com) or through Skype (username: [billiecordova](#)). I look forward to hear from you! Thank you and have a nice day!

Best Regards,
Billie Cordova

Billie Marie R. Cordova

Quezon City, Philippines | **ADDRESS**

@billiecordova | **SKYPE**

billiemariecordova@yahoo.com | **EMAIL ADDRESS**



PERSONAL INFORMATION

AGE: 24 years old

PLACE OF BIRTH: Quezon City

GENDER: Female

CITIZENSHIP: Filipino

DATE OF BIRTH: January 3, 1992

CIVIL STATUS: Single

PROFILE

With a BFA degree in Advertising Arts and with a 6-year experience with graphic and multimedia design, I think I have a full knowledge and skills fit for this position. I've also worked for ForMe Clothing and Tyler, both a well-known clothing retail brands in the Philippines, for the past 2 years as a Marketing Associate and Visual Merchandising Specialist. I have been trained and exposed to different fields of advertising arts and creative executions as well. I've also had hands-on experiences in organizing campaigns and events. I'm also a flexible and competent individual who is able to work within tight deadlines and under pressure, producing innovative design solutions. I also have excellent written and verbal communication skills and I consider myself to be a fast learner. I can both work well independently and as a part of a team.

EDUCATION

UNIVERSITY OF SANTO TOMAS

2010-2014

Bachelor of Fine Arts major in Advertising Arts

Manila, Philippines

SCHOOL OF THE HOLY SPIRIT

1999-2009

Elementary to High School

Quezon City, Philippines

Skills

- Traditional & Digital Arts
- Illustration
- Graphic Design
- Layout Design
- Logo Design & Branding
- Multimedia Arts
- Photography
- Fashion Design
- Visual Merchandising
- Advertising
- Marketing

Software:

- **Adobe Photoshop**
- **Adobe Illustrator**
- Adobe After Effects
- Adobe Premiere Pro
- Adobe InDesign
- Google Sketchup Pro
- Microsoft Office (Word, Excel, Powerpoint)

Awards & Experiences

FREELANCE WORK

- Did different graphic and layout design for family, friends and acquaintances.
- Works can be seen in my portfolio.

SHELL NATIONAL STUDENTS ARTS COMPETITION & THE BODY SHOP'S "BEAUTY WITH HEART" ADVOCACY CONTEST

- Submitted artworks and joined both competitions
- Works can be seen in my portfolio.

PANA FOUNDATION YOUTH CONFERENCE (2012)

- Attendee

GRAPHIKA MANILA (2012)

- Attendee

EXHIBITION DESIGN & VISUAL MERCHANDISING ARTS

- Advanced skills in both Exhibition Design & Visual Merchandising Arts
- School Elective Class

THE SHOWBOAT: ALCHEMY OF ELEMENTS (EVENT EXHIBITION) 2013

- School-related Event in SM North EDSA
- Hands-on experience as a Visual Merchandiser
- Hands-on experience as an Event Assistant

DEAN'S LIST

- 1st sem, SY 2012-2013
- 2nd sem, SY 2013-2014
- With a GWA of 1.85

OUTSTANDING THESIS AWARD (2014)

- "La Vie Boheme: Versatile Swimwear" Fashion Thesis
- Fashion Design and its Promotions
- Did everything from designing my own line of versatile swimwear to branding to ads executions to marketing and budgeting to different advertising strategies.

METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM (MWSS) (SEPT 2009-DEC 2009)

- Intern
- Clerical Work

MRM WORLDWIDE MANILA (APR 2013-MAY 2013)

- McCann Worldgroup's Digital Division
- Internship (OJT) - Creatives Department
- Graphic & Layout Artist
- Did graphic and digital works for major brands like Nescafe, Digital Dose, etc.

GOLDEN ABC INC. (AUG 2014-OCTOBER 2016)

- Marketing Associate & Visual Merchandising Specialist for the brand ForMe Clothing and Tyler
- Conceptualized and executed marketing campaigns and created materials needed for advertising and marketing collaterals.
- Conceptualized and executed show window display and interior design of boutique.