

# FERRITTI MONIQUE A. SANUGAN

sanuganferrittimonique@gmail.com | +63 975 916 6739 | Maramag, Bukidnon, Philippines |  
www.linkedin.com/in/ferritti-sanugan-1226a91b7

## **PROFESSIONAL SUMMARY**

*Creative and detail-oriented Information Technology student with 3+ years of experience in graphic design, content creation, digital marketing, and administrative support. Experienced in managing social media platforms, creating engaging multimedia content, and supporting online brand growth through strategic marketing and audience engagement. Skilled in Canva, Adobe Photoshop, Microsoft Office Suite, and social media management tools with strong communication, multitasking, and customer service abilities. Passionate about combining creativity and technology to deliver organized, high-quality results in fast-paced environments.*

## **KEY SKILLS**

*Graphic Design | Social Media Management | Content Creation | Digital Marketing | Canva | Adobe Photoshop | Branding & Visual Communication | Copywriting | Community Management | Data Entry | Administrative Support | Microsoft Office Suite*

## **PROFESSIONAL EXPERIENCE**

### ***Freelance Graphic Designer & Illustrator***

*Self-Employed / Project-Based | 2023 – Present*

- Designed 50+ custom visual materials including logos, invitations, tarpaulin banners, menus, and promotional graphics for various clients.*
- Created traditional sketches and paintings while transforming client concepts into visually appealing designs with high client satisfaction.*
- Managed multiple design projects simultaneously while consistently meeting client deadlines and project expectations.*
- Collaborated directly with clients to develop branding-focused visual content tailored to their business needs.*

### ***Social Media Manager & Content Creator***

*Freelance / Direct Clients | June 2025 – March 2026*

- Managed multiple social media accounts, maintaining consistent branding and increasing audience engagement through trend-based content strategies.*
- Created and scheduled multimedia content including graphics, captions, and promotional posts across different online platforms.*
- Researched digital trends and audience behavior to improve content performance and community interaction.*
- Monitored engagement analytics and adjusted content strategies to strengthen online visibility and follower growth.*

### ***Crypto Marketing Specialist (Raider)***

*Dynasty Agency | May 2024 – December 2024*

- Executed promotional social media campaigns to increase project visibility, audience engagement, and token awareness.*
- Produced fast-paced English marketing content aligned with real-time market trends and viral discussions.*
- Participated in high-volume online engagement activities to support community growth and brand exposure.*
- Applied rapid-response marketing strategies to maximize campaign reach and audience interaction.*

### ***Live Streamer & Brand Ambassador***

*Independent Creator / Direct Partnerships | July 2024 – August 2025*

- Hosted interactive live streams focused on audience engagement, product promotion, and community growth.*
- Promoted partner products through persuasive communication and real-time customer interaction strategies.*
- Maintained positive viewer engagement by managing live chats and responding to audience concerns professionally.*

- *Strengthened brand visibility through consistent online presence and audience relationship building.*

### **Office Clerk ||**

*Dologon Local Government Unit (LGU) | May 2025 – July 2025*

- *Assisted citizens with processing official receipts and issuing community tax certificates (Cedulas) while providing excellent customer service.*
- *Performed daily data entry tasks and maintained accurate municipal and office records with attention to detail.*
- *Prepared financial and administrative reports for direct submission to the Treasurer's Office. • Supported daily office operations through organized document management and clerical assistance.*

### **TECH PROFICIENCY**

**Productivity & Admin:** *Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, Data Entry*

**Communication:** *Zoom, Google Meet, Facebook Business Suite, Messenger*

**CRM & Marketing:** *HubSpot, Mailchimp, GoHighLevel, Later, Buffer*

**AI & Automation:** *ChatGPT, Grammarly, Canva AI*

**Design & Content:** *Canva, CapCut, Adobe Photoshop, Figma (basic)*

**Project Management:** *Trello, Google Drive*

### **EDUCATION**

***Bachelor of Arts in Information Technology major in Information Management Central***

*Mindanao University | Maramag, Bukidnon, Philippines | 2026*

### **CERTIFICATIONS**

- *Google Workspace Certification - Google - 2026*
- *Digital Marketing Fundamentals - Google Digital Garage - 2026*
- *Project Management Fundamentals - Coursera - 2025*
- *Content Creation & Social Media Marketing - HubSpot Academy - 2025*

### **REMOTE WORK READINESS**

**Internet:** *Primary: PLDT Fiber 250 Mbps | Backup: Smart 5G mobile hotspot* **Power**

**Backup:** *JPS 220v Power Station Solar Charge*

**Equipment:** *Acer Aspire 3 | Noise-cancelling headset | HD webcam | Cellphone* **Workspace:** *Dedicated*

*home office | Quiet environment | Professional video-call background* **Availability:** *Full-time | Flexible*

*across US (EST/PST), UK (GMT), AU (AEST) time zones*

### **LANGUAGES**

**English:** *Proficient*

**Filipino:** *Native*