



# FRANCIS ERICK DE PAZ

## EXPERIENCED GENERALIST

### ABOUT ME.

The Jack of all trades and a millennial *Polymath*. I have 5 years of experience being an EA and 4 years in Sales and Marketing. I have a diverse industry background ranging from Investment Banking, Publishing, Information Technology, International Healthcare distribution to Education. And on top of all that I own a small business.

### BUSINESS VENTURES.

**Events by Francis  
Erick & Violy's Homemade Pastries**  
November 2016 - Present  
Owner & Founder

### HOBBIES & INTERESTS.

Events Management  
Non-Fiction  
Graphic Design  
Sports and Fitness  
Music. Travel. Arts  
World History

### MY SPECIALTIES.

Events Management  


Business & Operations Management  


Business Presentation & Reporting  


Market Research & Planning  


### WORK EXPERIENCE.

**Executive Assistant to the CEO | Civicom Inc.**  
February 2014 - December 2015

The Job that states “*Whatever it takes*”. Responsible for doing the Month end report that shows financial goals and on-going project status.

**Executive Assistant | the Olayan Group (Riyadh, Saudi)**  
August 2010 - January 2013

Reporting directly to the top management of the Healthcare group. Main responsibility is to organize their schedule, business travels, correspondence and business meetings.

**Marketing Executive | Treston International College**  
November 2009 - July 2010

Pioneered the marketing program of the school. Designed & conceptualized marketing collaterals and help developed the Integrated Marketing Plan for the next 3 years.

**Sales & Marketing Executive | Charlton Media Group**  
March 2009 - September 2009

Pitch magazine features to relevant companies based on the assigned industry. Conducts market research and works with the editorial team to create magazine advertorials.

**Corporate Affairs Assist. | First Metro Investment Corporation**  
May 2008 - January 2009

In-charge in the production of the company newsletter and weekly market indicators. Organize corporate events such as investment deals & meetings and company roadshows. Does PR and advertising management.

### EDUCATION & INTERNSHIP.

**Bachelor of Arts in Mass Communication | 2008**

University of Perpetual Help System DALTA  
Awards Received: Dean's Lister (GPA - 94.7%), Best in Internship

**Media Relations Assistant (Internship)**

May 2007 - September 2007  
Monitor client's press releases. Conducts media rounds. Assist in corporate media launch of client products and services.  
Accounts handled: HTC, Google, and Cebu ICT  
*\*Awarded for best in internship*