

MARHA UDTOG

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PROFESSIONAL SUMMARY

Business Administration graduate specializing in Marketing Management with hands-on experience in business operations, bookkeeping, digital marketing, and administrative support, and data entry. Managed the daily operations, finances, customer service, and marketing initiatives of a family-owned restaurant, and gained experience in data entry, stock management, and inventory monitoring in a business setting. Detail-oriented and proficient in Google Workspace, Microsoft Office, Quickbooks, Xero, Canva, and ChatGPT, with the ability to support scheduling, administrative tasks, and client communication with accuracy and efficiency.

KEY SKILLS

Administrative Support · Google Workspace · Microsoft Office · Calendar Management · Email Management · Bookkeeping · Quickbooks · Xero · Data Entry · Customer Service · Canva · ChatGPT · Time Management · Organization · Communication · Asana · Calendly · Notion

PROFESSIONAL EXPERIENCE

Operations Manager

Alnetivs Restaurant | January 2026 - July 2026

- Managed the daily operations of the restaurant, coordinating 8-10 staff to ensure efficient workflows, smooth service, and high operational standards.
- Oversaw financial records, cash handling, inventory monitoring, and administrative documentation while supporting approximately 100 customer transactions daily.
- Coordinated staff schedules, resolved day-to-day operational concerns, and maintained excellent customer service in a fast-paced environment.
- Maintained organized business records, prepared operational documents, and provided administrative support to ensure efficient day-to-day operations.

Data Entry Clerk

Unicel Communication | August 2025 - January 2026

- Entered, updated, and verified business data while maintaining accurate digital records and organized documentation.
- Maintained inventory records for 100-200 products using Google Sheets and Microsoft Excel, performing routine stock reconciliation to ensure inventory accuracy.
- Assisted with basic bookkeeping tasks by organizing financial records, reconciling inventory data, and supporting accurate record-keeping for daily business operations.
- Generated inventory reports, organized business documentation, and provided administrative support by maintaining accurate, confidential, and up-to-date business records.

Marketing Operations Intern

Josan Farms Inc. | September 2024 - December 2024

- Supported the Marketing Department in executing digital marketing and branding initiatives by collaborating with the marketing team and fellow interns to plan, create, and publish social media content 3-5 times per week, helping strengthen the company's online presence and brand consistency.
- Assisted in content creation, campaign coordination, and administrative marketing tasks while collaborating with cross-functional teams to complete marketing projects, maintain branding standards, and meet departmental deadlines.

TECH PROFICIENCY

Productivity & Admin: *Google Workspace (Docs, Sheets, Slides, Drive, Calendar), Microsoft 365, Notion*

Bookkeeping: *Quickbooks Online, Xero*
Communication: *Zoom, Google Meet, Calendly*
CRM & Marketing: *HubSpot*
AI & Automation: *ChatGPT, Grammarly*
Design & Content: *Canva, CapCut*
Project Management: *Asana, Trello*

EDUCATION

Bachelor of Science in Business Administration Major in Marketing Management
University of San Carlos | Cebu City, Philippines | 2025
Consistent Dean's Lister

REMOTE WORK READINESS

Internet: *Primary: Globe Fiber 5G 300 Mbps | Backup: Globe 5G mobile hotspot*
Power Backup: *Secure UPS 650VA (30 minutes backup) | Generator access in building*
Equipment: *Intel(R) Core (™) i5-9400 CPU | iPad Pro M4 | Noise-cancelling headset | Audio Technica AT2020 microphone | HD webcam*
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*
