



GIAN LEO T. DIAZ

+63 917 446 9183

diazgiannelleo@gmail.com

Northfield Residences, Brgy.
Canduman, Mandaue City,
Cebu

EDUCATION

Bachelor of Science in
Information Technology

University of Cebu - Banilad
Campus, Cebu City
2018

Secondary Education

Notre Dame of Dadiangas
University, General Santos
City
2012

SKILLS

Photo Editing
Photoshop
Graphic Design
Layouting
Streetwear Designing

LANGUAGE

English
Cebuano
Tagalog

REFERENCES

Dave Jones Teves
General Accountant
Citadines Hotel, Cebu

Phone: +63 956 760 6896
Email: davejones.teves@gmail.com

Arvin B. Catedral
Quantity Technical Supervisor

Aedis International Administrative Support Services

Phone: +63 991 450 9549
Email: Arvz1808@gmail.com

ABOUT ME

Creative and proactive. Ambitious, eager to keep growing and evolving in my profession. To secure a challenging position in a reputable organization to expand my learnings. I specialize in creating impactful designs that resonate with audiences.

WORK EXPERIENCE

Apr 2025 - June 2025

HOUSE OF REPRESENTATIVE - CARE PROGRAM

Social Media Consultant

- Ensures all social media profiles are professionally set up with correct bios, links, and visuals
- Tracks performance using metrics like reach, engagement, follower growth, and conversions
- Stay updated on trends, algorithm changes, and emerging platforms.

Aug 2024 - Dec 2024

Binondo's Best Corp.

Graphic Designer

- Photo compositioning, Combining multiple images into one cohesive visual
- Arranging and styling text, images, and other visual elements in an appealing way
- Initializing a project by suggesting a general concept and presenting the idea with a rough layout, including graphic and digital illustrations

Jan 2022 - April 2023

Goldberry Suites and Hotel-Cebu

Front Office Associates

- Perform all check-in and checkout task
- Manage online and phone reservations
- Answer any question guest have
- Maintain updated records of bookings and payments

Jan 2017 - Feb 2020

Dite Seafoods, Fisheries Cpd, Neg. Oriental

Company Checker

- Assist the principle owner to his regular task
- Monitoring all sales and expenses related transactions
- Responsible for record keeping
- Prepares all necessary items in the office for smooth and efficient flow transactions

Portfolio:

<https://gldcreativdesign.wixsite.com/portfolio>