



DIANA ROSE ELIZABETH MONDERO

- 📞 09294153292
- ✉️ dianavaldes6621@gmail.com
- 🏠 170 San Pedro Street, Tondo Manila

PROFESSIONAL SUMMARY

Motivated and adaptable professional with a background experience in educational support, digital content creation, and administrative coordination. Formerly served as an Admission Counsellor, AI executive Coordinator and Virtual Assistant, where I managed chat and email support, content creation, student documentation and Agent Licensing and Contracting Onboarding. Strong communication, and organizational skills, with a growing interest in digital technology and online learning platforms. Passionate about continuous learning for personal and professional growth.

EDUCATION

MANILA BUSSINESS COLLEGE

2024 - 2025

Bachelor of Science in Business Administration
Major in Marketing Management
MBC Building, 1671-1689 Alvarez St., Sta. Cruz,
Manila, Philippines

PHILIPPINE COLLEGE OF ADVANCED ART AND TECHNOLOGY

2022-2024

Accountancy, Business and Management
1914 Doña Faustina Building, Recto Ave,
Quiapo, Manila, Philippines, 1001

CORE SKILLS

- Time Management
- Multitasking
- Teamwork
- Basic Bookkeeping Skills
- Organizational Skills
- Communication Skill
- Detail Oriented
- Digital design and Content creation

CAREER HISTORY

VIRTUAL ASSISSTANT

Global Financial Impact (GFI)

July 15, 2025 - September 25, 2025

- Oversaw licensing and onboarding of agents, ensuring compliance with contracting requirements.
- Coordinated and supported all licensing processes to streamline agent onboarding.
- Managed documentation, records, and completion of necessary requirements.
- Sent welcome emails and provided consistent communication to new agents.
- Performed Excel tasks and other administrative responsibilities.
- Contributed to marketing support through the creation of event flyers.

AI EXECUTIVE COORDINATOR

Diversity in Technology

May 1, 2025 - August 6, 2025

- Designed and produced promotional posters and digital visuals using Canva.
- Created and edited animated "How-To" videos using Canva.
- Wrote clear, learner-friendly scripts for instructional content.
- I generate AI based merchandise designs and concepts for branding and promotion.
- Took full charge of the organization's Facebook page, including regular posting, scheduling, and content planning.
- Created and edited engaging Reels for social media using CapCut to drive engagement.

ADMISSION COUNSELLOR

Diversity in Technology

February 10, 2025 - April 30, 2025

- Reviewed applications of student eligibility based on program requirements.
- Guided prospective students through the full application and enrollment process.
- Maintained accurate records of student inquiries and ensured timely follow-ups on pending applications.
- Provided responsive and professional chat and email support to applicants and enrolled students.
- Managed student documentation, internal communication, and administrative support tasks.