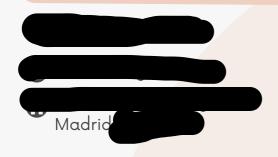


# Communications and

Administrative Consultant

I'm freelance consultant in communications and administration with 9 years of experience.l am a specialist in managing communications and operations with experience in handling multiple projects at the same time.

#### CONTACT



#### **SKILLS**

Communications/PR **95%** Graphic Design 90% CRM Management 85% Administration **95%** Social Media Management **95%** 

## **EDUCATION**

# Central Philippine University

• Bachelor Degree of Science in Biology

#### **EMPLOYMENT**

## 2021-2023 Miao Boutique

Account Lead

- Managed client relations
- Managed client specific team operations
- Created targeted market campaigns
- Edited multimedia content (videos and animated media)
- Scheduled and posted content on social media platforms

## 2019-2021 High Tide, LLC

Executive Assistant (Virtual)

- Managed the CEO's day to day schedule
- Managed all client relations and correspondences
- In charge of appointment setting
- Created content for marketing campaigns
- · Managed input and updating of client data

### **EMPLOYMENT**

continuación de Asistente Ejecutiva Virtual

- Prepared presentation for partnership and board meetings
- Managed travel budgeting and itinerary for the CEO
- Managed client invoicing and order management
- CRM management

# 2016-2019 Akbayan Citizen's Action Party

**Executive Assistant** 

- Managed the party president's day to day schedule
- Drafted proposals and reports for the party's international partners
- Managed travel budgeting and itinerary for the Party president
- Organized events for the party (both local and international)
- Prepared and presented operational reports to the board
- Worked closely with the communications department for press matters
- Represented the party in local and international engagements in the absence of the president

# 2013-2016 Akbayan Citizen's Action Party

Campaigns Officer

- developed training modules and programs for feminism and gender equality
- conducted trainings for women empowerment, sexual and reproductive health rights both for in school and community youth
- In charge of writing proposals and documents for forging partnerships in relation to gender and feminism programs.
- Managed the operations of the party's active campaigns in women empowerment and gender equality