



Madrid

## 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

## Communications and Administrative Consultant

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

## 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