

Louella Pacatang

Business Administration – Management Student

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Qualification Highlights

Currently pursuing a business management program at Northern Alberta Institute of Technology (NAIT). Internationally trained design professional experienced in client-facing tasks, as well as worked with other technical and non-technical professionals. Looking to bring my experience and learnings to bring value to administrative side the organization.

Skills

Client Relations | Coordination | Collaboration | Problem Solving | Sales and Marketing Support

Architectural & Graphic Design | 2D & 3D Drafting | Technical Sales

Autodesk AutoCad | Microsoft Office | Adobe Photoshop | Adobe Illustrator | SketchUp | Canva

Recent Employment History

Freelance Designer | *Self-Employed - Las Pinas, Philippines* **2020 - 2023**

- ✧ Provided architectural and graphic design services for sales and marketing purposes.

Architect | *City Space Engineering Consultancy - Dubai, UAE* **2017 - 2019**

- ✧ Assisted the principal architect with proposals, client meetings, and supplier dealings.
- ✧ Coordinated with various government authorities for various permit approvals.
- ✧ Collaborated with project managers, builders and engineers of various disciplines.

Draftswoman - Technical Sales | *Gibca Furniture Industry, LLC - Ajman, UAE* **2013 - 2017**

- ✧ Provided drawings and specifications for sales and production departments required for marketing, product manufacturing, and product installations.
- ✧ Respond to queries and provided technical solutions to clients / client representatives.

Education

Business Administration - Management (Diploma) **Sept 2023 – Apr 2025**

Northern Alberta Institute of Technology (NAIT), Edmonton, AB

Graphic Design (Short Course) **2019**

Filipino Institute, UAE

Bachelor of Science in Architecture **2005**

University of Santo Tomas, Philippines

Equivalent to Canadian *Bachelor's Degree (four years)*, as determined by *World Education Services*