

MARIE THERESE NALAM JAUM

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PROFESSIONAL SUMMARY

Creative and detail-oriented professional with experience in graphic design and administrative support. Skilled in visual content creation, layout design, and multimedia, as well as document management, coordination, and office operations. Proficient in Adobe Photoshop, Illustrator, Figma, Canva, and Microsoft Office, with hands-on experience from academic projects, internships, and government service.

CORE COMPETENCIES

Design Software

Adobe Photoshop • Adobe Illustrator • Canva • Figma

Design Specializations

Brand Identity • Editorial Design • Digital Graphics • Print Design • UI/UX Design

Multimedia Skills

Photography • Video Editing

Technical Skills

Microsoft Office Suite • Computer Troubleshooting Basic Hardware & Software Installation • File Management & Data Encoding

PROFESSIONAL EXPERIENCE

Layout Artist & Graphic Artist

The Campus Access, BISU-Balilihan | 2023–2025

Spearheaded visual content creation for the campus publication, designing layouts, covers, infographics, and comprehensive branding materials. Collaborated closely with editorial teams and writers to ensure cohesive visual narratives. Managed end-to-end production workflow from concept development to final file preparation for both print and digital publishing platforms.

Design Intern

Municipal Planning & Development Office, LGU Balilihan | February 2025–May 2025

Contributed to municipal visual communication initiatives by designing book covers, mobile vehicle graphics, and presentation materials. Provided photography support for official events and documentation. Assisted in creating compelling visual assets for public information campaigns and government presentations.

Administrative Support Staff

Department of Education (DepEd) Under Contract | August 2025–December 2025

Delivered comprehensive administrative support including document management, record keeping, and coordination of office operations. Ensured efficient workflow and maintained organized systems for educational documentation and communications.

EDUCATION

Bachelor of Science in Information Technology

Bohol Island State University – Balilihan Campus | 2021-2025

Magsija, Balilihan, Bohol

TVL-ICT Senior High School

Immaculate Mary Academy | 2019-2021

Poblacion Weste, Catigbian, Bohol

CERTIFICATIONS

- **Certificate of Completion in Logo Design** | eTESDA online program August 21, 2024
- **Certificate of Completion in Developing Designs for Product Packaging** | eTESDA online program August 21, 2024
- **Certificate of Participation in Adobe Photoshop for Digital Arts & Graphic Design** | DICT Region V February 28, 2023
- **Certificate of Recognition as Graphic Artist** | The Campus Access BISU-Balilihan Campus June 13, 2025

AWARDS & RECOGNITION

- **Graphic Artist Award** | The Campus Access, June 13, 2025
- **Governor Arthur Yap Leadership Award** | July 20, 2021
- **Foundation Award for National Discipline** | July 20, 2021