

# Toni Marielle Bechayda

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## PROFESSIONAL SUMMARY

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Detail-oriented UX Designer with a background in information technology. Key strengths include content management, technical writing, and programming. Highly versatile with a notable history of leading teams for small-scale projects and proficiency in written and verbal communication.

## EXPERIENCE

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### Human Resources Communications Specialist

Special Advantage | Montebello, NY | 2022

- ❖ Increasing company process consistency and efficiency by:
  - documenting and writing SOPs, processes, and scorecards
  - liaising with departmental leaders and employees
  - maintaining company knowledge base
- ❖ Configuring and maintaining the organization's accountability chart and employee directory
- ❖ Broadening candidate reach by establishing the company profile on social media platforms
- ❖ Overseeing birthday incentives and engagement activities for 100+ employees
- ❖ Writing and designing the monthly company newsletter
- ❖ Designing the weekly internal job postings
- ❖ Providing support in EOS implementation
- ❖ Providing support in talent acquisition

### Logistics Department Head

TUP Debate Society | Ermita, Manila | 2021

- ❖ Offered suggestions for implementation of organization events and activities
- ❖ Designed Facebook page publication materials
- ❖ Provided support with community moderation
- ❖ Hosted members' general orientation program

## EDUCATION

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### Technological University of the Philippines - Manila

Bachelor of Science in Information Technology | Expected to graduate in 2024

## SKILLS

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HTML, CSS, PHP, Python, MySQL, Git

Tools | Canva, lucidchart, Microsoft Office, Google Suite.