



## SUMMARY

I am highly motivated to continuously develop my skills and grow professionally within a reputable organization. I seek a long-term career opportunity where I can effectively utilize my training and expertise while making a meaningful contribution to the company's success.

## EDUCATION

### St Theresa's College

Bachelor's Degree in Media Communication  
2006 - 2010

### Holy Child School

Secondary Education  
2001 - 2005

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Adaptability
- Detail-oriented and able to handle multiple tasks simultaneously
- Time Management Skills
- Digital Collaboration Tools
- Problem-Solving Skills
- Emotional Intelligence
- Focus

## CERTIFICATIONS

- Licensed Media Practitioner 2012 - 2022
- Social Media Management Certificate Program
- How to Work from Home Certificate Program
- Freelance Copywriting Program

## PROFESSIONAL EXPERIENCE

### Onboarding Consultant | Cold Caller

Web Support Center | 2023 - 2025

- Manage schedules and calendars for client's appointments
- Coordinate and schedule meetings and conferences with teams that help execute clients' needs for their dropshipping businesses.
- Call and assist clients with their dropshipping business, especially creating various online platforms.
- Handle confidential information and documents with discretion and maintain their proper organization.

### Content Writer | Social Media Manager

Deedel Digital Service | 2021 - 2023

- Writes and edits website topic-based content.
- Handles minimal SEO role before uploading content to the website.
- Managed the company's social media accounts.
- Developing strategies to increase followers, creating and overseeing social campaigns, producing content, reviewing analytics, and communicating with key stakeholders in a company
- Managed social media calendar from drafts to execution of content.
- Creating social media content from graphic designing to captioning and finally boosting posts if need be.

### Social Media Manager | Copywriter

Think Big Marketing Solutions & Precious Brew Cafe | 2021 - 2023

- Managed the company's social media accounts.
- Developing strategies to increase followers, creating and overseeing social campaigns, producing content, reviewing analytics, and communicating with key stakeholders in a company
- Managed social media calendar from drafts to content execution.
- Creating social media content from graphic designing to captioning and boosting posts.