



Carlshan Rey Bureros

Contact

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Dumaguete City, Philippines

Summary

Experienced professional with over two years in property management and virtual tour design, skilled in delivering innovative client-focused solutions. Proficient in content creation, project coordination, and graphic design, with a strong track record in marketing strategy and social media management. Demonstrated leadership in managing community outreach and large-scale events, applying excellent organizational and logistical skills. Committed to fostering professional relationships and ensuring precise project execution to support organizational success.

Skills

- Content Creation
- Judicial Assistance
- Production Design
- Client Engagement
- Project Management
- Graphic Design
- Marketing
- Social Media Management

Education

- Bachelor of Arts Major in Political Science
Silliman University
June 2019 - July 2023

Certificates

- Basic Mountaineering Course

Experience

- Intern - Office Staff
Hall of Justice, Dumaguete City
September 2022 - December 2022
 - Cultivated strong relationships with internal teams and clients to enhance collaboration.
 - Managed and updated databases, ensuring accuracy and accessibility of information.
 - Executed clerical duties, including memo-taking and document organization.
 - Assisted in project management tasks, contributing to timely completion of initiatives.
 - Coordinated communication between departments to streamline operations.
- Tour Production Assistant
Global One Strategies
December 2023 - March 2025
 - Created detailed reports to enhance property development and strategy.
 - Designed and deployed self-guided tours for the Tour24 mobile application.
 - Coordinated project timelines to ensure timely delivery of tour-related content.
 - Collaborated with cross-functional teams to refine marketing strategies.
 - Analyzed user feedback to improve tour experiences and client engagement.

Organizations and Affiliations

- Cuernos de Negros Mountaineering Inc.
- Sigma Rho Fraternity
- Signore Ma Donna

Links

- [LinkedIn](#)
- [Portfolio](#)

References

Rochelle Marie Remollo
CNMCI - Adviser
Phone: 09173043235

Mia Sombero
Global One Strategies - Manager
Phone: 09988894995

Generoso Bendijo Jr.
CNMCI - Instructor
Phone: 09959610717

Joe fry Calunsag
Sigma Rho Fraternity
Phone: 09082793932