

# ANGELICA L. CERDEÑA

## SOCIAL MEDIA MANAGER

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### ABOUT ME

A detail-oriented and self-starter social media manager, I am skilled in creating and implementing effective social media strategies across various platforms. With a deep passion for social media and a keen understanding of the importance of building and maintaining a strong online presence for businesses,.

### WORK EXPERIENCES

2021 - 2022

*Commission on Elections*

#### Administrative Officer

- Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
- Oversaw office inventory activities by conducting storage room inventory twice a month.
- Scheduled office meetings and client appointments for staff teams.
- Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient.
- Created infographics for the Official Facebook Page.
- Manage, schedule posts and reply messages on the official Facebook page.

2019 - 2021

*Palanca Printing Press*

#### Graphic Designer

- Completed final touches for projects such as images sizes and font selection.
- Developed creative design for print materials, brochures, banners, and signs.
- Created digital image files for use in digital and traditional printing methods.
- Met with customers to present mockups and collect information for adjustments
- Utilized Adobe Creative Suite and Microsoft Office Suite to develop creative designs.

### EDUCATION HISTORY

**BICOL UNIVERSITY 2014 - 2018**

BS Information Technology

*Legazpi City, Albay*

### TRAININGS

**UNIVERSITY OF THE PHILIPPINES-**

**DISTANCE E-LEARNING -**

**PRINCIPLES OF GRAPHIC DESIGN**

*February 13-March 27, 2023*

**FREELANCE ACADEMY -VIRTUAL**

**ASSISTANT SOCIAL MEDIA**

**MASTERCLASS**

*February 7-13, 2023*

**DEPARTMENT OF**

**COMMUNICATIONS AND**

**TECHNOLOGY- VIDEO EDITING**

**AND ANIMATION TRAINING**

*August 26, 2021*

**DEPARTMENT OF**

**COMMUNICATIONS AND**

**TECHNOLOGY-PHOTO**

**EDITING:INTRO TO PHOTOSHOP**

*August 25, 2021*

### EXPERTISE

- Social Media Management
- Graphic Design
- Video Editing
- Copywriting

### SOFTWARE

- Canva
- Trello
- Photoshop
- Monday
- Microsoft Office Applications
- Google Workspace
- Facebook and Instagram Analytics