

# Jancel Louise Natividad

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## SKILLS & INTERESTS

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**Skills:** Interpersonal Communication, Organizational Skills, Problem-Solving Skills, Project Management, Oral & Written Communication, Email management, Calendar Management

**Interests:** Volunteering and Community Involvement, Social Media Marketing, Leadership Developments

**Softwares / Tools** : Microsoft 365, Google Suite, Slack, Trello, Social Media Platforms (Facebook & Instagram)

## EDUCATION

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**University of City of Manila** **Intramuros, Manila**  
*BS Business Administration - Tourism Management* *Graduation Date: Sep 2026*

## LEADERSHIP EXPERIENCE

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**Supreme Student Council - PLM** **Intramuros, Manila**  
*Commission Manager - Commission of Information* *Jul 2023 - Jun 2024*

- Handled more than 500 students in the university in terms of communication for administrative and general information for proper dissemination.
- Increased the 50% success of transparent communication and legal processes of documents for projects of the organization targeted for the university-wide.
- Facilitated more than 5 university-wide events and activities participated by more than 2,000 students.
- Proactively assisted 500 or more students with general inquiries academically and event-wise information.
- Collaborated and established new channels for two-way communication with the university admins and staff to coordinate numerous seminars or webinars, charity events,

**Business School Student Council - PLM** **Intramuros, Manila**  
*College Representative* *Jul 2023 - Jun 2024*

- Handled more than 500 students in the college body and the university for efficient communication between the administrative and the student body.
- Provided study body feedback to administrators to improve academic advising & recreational activities resulting in a 15% increase in attendance to events.

## PROJECT EXPERIENCE

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**PLM Supreme Student Council - Intramurals** **Intramuros, Manila**  
*Volunteer / Documentation Committee* *2023 - 2024*

- Managed the registration process for over 100 participants ensuring all necessary paperwork, records of scores, results, and other important details were completed.
- Compiled and edited photos and videos captured during the event.
- Contributed to and helped the organization in designing publication materials, presentations, posters, and other materials needed to promote the event.