

reianvalerie29@gmail.com
+63 927 838 6354
Makati City, Philippines

Reian Valerie Cardema

Education

National University-Manila
Bachelor of Science in Architecture

Skills I have

Email Management
Data Entry
Social Media Management
Calendar Coordination
Content Writing
Task Organization
Graphic Design
Research
Communication
Email Marketing
Project Management
Document Presentation
Virtual Event Coordination
Expense Tracking
Task Delegation
MS Office Proficiency
Online Meeting Coordination
Transcription
Architectural Drawing & Rendering

Software Used

Gmail, Outlook
MS Excel, Google Spreadsheets
Buffer, HotSuite
Google Calendar, Calendly
MS Word, Google Docs
Trello, Asana
Adobe Photoshop, InDesign, Canva
Google, SurveyMonkey
Zoom, MS Teams, Slack
MailChimp
Monday, Basecamp
MS Office Suite, Google Workspace
Zoom, Eventbrite
Quickbooks, Expensify
ClickUp, Asana
Word, Excel, PowerPoint, OneNote
Zoom, MS Teams
Otter.ai, Rev
AutoCAD, SketchUp

March 2015-May 2016 | Alimagno Trade Inc. | Cabuyao City, Laguna

Architecture Intern

- Prepared architectural drawings, specifications, material selections, and costing. Also assisted in the preparations of client presentations, helping communicate design concepts effectively
- Supported project documentation by drafting construction documents, specifications, and material selections

June 2019-Present | Freelance/Self Employed | Remote

Graphic Designer

- Created visual materials including logos, marketing collaterals, publication/poster materials as per client's request
- Produced layouts and templates used for social media posting

Work Experience

May 2022-June 2023 | FundPro Marketing International | BGC, Taguig City
Marketing Officer (Fundraiser)

- Acted as brand ambassador for organizations under the United Nations (UNICEF, UNHCR)
- Spread awareness campaigns via face-to-face interactions to raise funds as donations for different local & international charities
- Engaged with potential donors in high-traffic public areas, such as shopping malls and airport terminals to secure monthly donations
- Adapted fundraising/sales strategies based on donor feedback and market trends, resulting in increased donor retention
- Consistently hit monthly fundraising quotas

January 2022-May 2022 | Freelance/Self Employed | Remote

Virtual Assistant

- Provide administrative support to clients, including managing emails, scheduling appointments, and tracking expenses
- Managed social media accounts, and content calendars, driving engagements and expanding clients' online presence
- Assisted in project management by tracking deadlines, deliverables, and milestones that helped the client stay on top tasks

March 2020-January 2022 | CTI Builders Inc. | Batasan Hills, Quezon City

Junior Designer and Administrative Officer

- Assisted senior architects in developing architectural plans, including site analysis, schematic design, and construction documents
- Collaborated with the design team on floor plan designs and renderings using software such as AutoCAD and Sketchup
- Assisted in site visits and construction administration, ensuring adherence to design intent and quality standards
- Maintained and organized records, files, and documents by implementing a digital and manual filing system that improved retrieval time by 30%
- Acted as a liaison during strict lockdown regulations--processed forms, permits, and payments needed in between clients and suppliers, managing communication and facilitate meetings
- Managed office and construction supplies and inventories