

## **OBJECTIVE**

To dedicate myself fully to a dynamic organization where I am able to demonstrate my proficiency for analysis, creativity and solutions.

## **SPECIALIZED SKILLS**

**Computer Skills:** Excel, MSWord, PowerPoint, Adobe Photoshop 5.0, Internet proficient/fluent

**Other Skills:** Supervising, Managing, and Hiring Contractors and Employees, Project Management, Copywriting, Editing, Quality Analysis, Proofreading, Transcription, Scheduling

**Languages:** Fluency in Tagalog, Sambal and French

## **WORK EXPERIENCE**

### **CBS Interactive, San Francisco, CA**

**Email Program Manager, Lead Generation, Supervisor (June 2011 to January 2018)**

**Traffic Coordinator (October 2006 to June 2011)**

Manage relationships with other CBS Interactive business units to market internal promotional campaigns and affect business strategies involving email marketing. Execute aspects of day-to-day email marketing operations. Accurately traffic ad campaigns through internal email marketing system. Troubleshoot complex creative issues with HTML or CSS. Coordinate and maintain inventory schedule for upcoming ad campaigns. Monitor ad system for problems related to email delivery and work in tandem with engineering to fix and repair issues. Gather revenue and delivery metrics, interpret and analyze data and develop recommendations based on trends within the email marketing business. Understand the Audience Development strategy as it relates to each CBS Interactive business unit.

### **Lionbridge Technologies, San Francisco, CA**

**Project Manager/Coordinator (November 2001 to March 2005)**

Execute projects in a manner as to produce high quality, on-time delivery and completion within pre-determined budget, with the goal of ensuring client satisfaction and retention. Offer technical and linguistic assistance to resources and vendors in order to realize localization projects and meet the specific needs for a variety of clients. Manage and facilitate multi-lingual localization projects during different linguistic stages. Monitor and maintain project financials, including revenue recognition, revenue forecasting and billings. Communicate effectively with all internal and external (agencies, vendors, freelance translators/editors) resources in order to coordinate varied localization (software, documentation, help, Marcom, legal) and Global Identity projects (name evaluations).

**Administrative Asst. (September 2000 to May 2001)**

Provide clerical support to the Office Manager, Site Manager and Human Resources Director. Answer multi-line phone system and greet visiting clients. Coordinate travel arrangements for managers and visiting clients. Manage and order office supplies. Intercept incoming and arrange outgoing package deliveries. Exercise knowledge of international resource database to create and approve invoices.

### **Cazadero Performing Arts Camp, Berkeley, CA**

**Office Assistant, (July 2001 to November 2001)**

Provide clerical support to the Interim Managing Director and Administrative Manager. Maintain computer database of over 500 summer campers (ages 10 to 17). Act as liaison between the campsite in Cazadero, CA and the administrative office in Berkeley, CA. Generate reproductions and distribution of collateral materials such as brochures, pamphlets and general mailings. Responsible for correspondence to donors and foundations. Field inquiries pertaining to the camp curriculum, policies and the organization from campers, camper parents and vendors. Provide occasional weekend support to staff at campsite during concerts and help with retail sales at the camp store. Organize physical layout of the administrative office.

## **EDUCATION**

**Bachelor of Arts in French, San Francisco State University, CA**

**Study Abroad Student in California State University International Programs in Paris (Paris X Nanterre, Paris VIII St. Denis)**

**References available upon request.**