



# Danielle Anne Durna

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09089242791

Tacloban City, Philippines

A dedicated employee that prioritizes and concentrates on the duties assigned to me.

## EDUCATION

### Juris Doctor

Dr. V. Orestes Romualdez Educational Foundation, Inc. (DVOREF)

06/2021 - Present

### Bachelor of Science in Civil Engineering

Eastern Visayas State University

06/2015 - 06/2020

Tacloban City

#### Thesis

- GIS Based Flood Model in Eastern Visayas State University

## WORK EXPERIENCE

### Administrative Assistant III

Department of Social Welfare & Development

09/2022 - Present

#### Achievements/Tasks

- Responsible for creating physical and electronic documentation and infographics pertaining to system development, deployment, and systems advocacy
- Provide support in procedural documentation and other relevant reports
- Assist in the crafting of the Information Strategic Plan (ISSP) and in the development of ICT Projects
- Responsible for taking RICTMS Meetings

### Marketing Assistant (Part-time)

AP E-commerce

03/2019 - 02/2022

Pampanga City

#### Achievement/Tasks

- Responsible in creating graphics/infographics of various products
- Responsible for conducting research product using local e-commerce website
- Responsible for responding to customer's inquiries.
- Responsible in warming up facebook page.

## SKILLS

Copywriting

Photo Editing

Facebook Ads

Project Management

Administrative Support

Graphic Designing

Social Media Marketing

Technical Support

Video Editing

Content Creation

Data Entry

Excel/Sheets

Microsoft Office

## ORGANIZATIONS

Rotaract Club of Kandaya - EVSU Chapter

(09/2017 - 06/2020)

Treasurer

Philippine Institute of Civil Engineers - EVSU Student

Chapter (06/2015 - 06/2020)

## CERTIFICATES

Social Pension Program Systems Review

(02/2023 - 02/2023)

Performance Assessment Cum Gender Training

(12/2022 - 12/2022)

Introduction to Flutter App Framework Training (10/2022)

Enhanced and Document Transaction Management System Version and Records Management (11/2022 - 11/2022)

Hosted by Department of Social Welfare and Development

Discover the New Trends: Video Conferencing Tools to Increase Productivity (07/2020)

Hosted by the Department of Information and Communications Technology - Visayas Cluster 2

Exploring Virtual Platforms for Digital Education (07/2020)

Hosted by the Department of Information and Communications Technology - Visayas Cluster 2

RA 9184 (Procurement Law) on Infrastructure and Project Management in the Civil Engineering Industry (2019)

Hosted by Eastern Visayas State University - PICE Student Chapter

Research and Feasibility Study Seminar (2019)

Hosted by Eastern Visayas State University - PICE Student Chapter

## LANGUAGES

English

Professional Working Proficiency

Tagalog

Native or Bilingual Proficiency

Bisaya

Native or Bilingual Proficiency