

# GAIL GOLEZ

Highly organized and detail-oriented Political Science graduate with certificate in International Studies looking for management training which offers me the opportunity to develop new skills while strengthening those I already possess. Driven self-starter and creative problem solver who has experience in administrative work through various organizations.

## VOLUNTEER EXPERIENCE

### Philippines Center for Civic Education and Democracy

Coordinator of Volunteers  
Feb 2014 - Feb 2016 (2 yrs 1 mo)

### Saemaul Undong Center, South Korea

Volunteer  
Sep 2015 - Feb 2016 (6 mos)

### Philippine Red Cross

Volunteer  
June 2014 - Jan 2015 (7 mos)

## KEY SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Access and Adobe PageMaker)
- Experienced with writing, editing and public speaking
- Fluent in English and Filipino
- Data management
- Strong interpersonal skills
- Friendly and approachable
- Organized

## CONTACT INFORMATION

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Morgan Hill, CA 95037

## WORK HISTORY

### Copywriter

RewardsRealty (Full-time)

June 2019 - Present

- Social Media management
- writing and editing content (Social media, blog posts, etc.)
- brainstorming visual and copy ideas

### Content Writer/Ghostwriter

Freelance, self-employed (Freelance)

Dec 2016 - Present

- content writer for a real estate blog, travel websites, novels and short stories
- Collaborates with other creative writer

### Au Pair

GreatAuPair, Private Family (Contract)

Sep 2018 - Present

- Care for children: meal preparation, transportation, playtime, laundry, homework

### Legal Assistant

Diaz-Diaz Law Firm (Full-time)

Jan 2018 - Aug 2018

- Conduct client interviews and maintain general contact
- Draft legal documents, correspondence and pleadings
- Summarize depositions, interrogatories and testimony

### Customer Service Representative

Convergys (Full-time)

Sept 2017 - Jan 2018

- Chat support for technical issues - Comcast
- Maintain general contact with clients through phone calls and emails

### Customer Service Representative

Panasiatic Solutions (Full-time)

May 2017 - Aug 2017

- Call support for Total Wireless and Sprint

### Intern

Department of Foreign Affairs, Bacolod Branch (Internship)

Apr 2016 - Apr 2017

- Data entry (Passport information, background checks)
- General office management
- Responsible for passport releasing

## ACADEMIC BACKGROUND

### Evergreen Valley College

Certificate in Paralegal Studies, 2019 - Present

### University of St. La Salle

AB Political Science, 2017; Cum Laude

- Also completed the Certificate in International Studies
- Dean's Lister, 2013 to 2017
- Chairman of Political Science Society Commission of Elections

**Thesis: State of Child Protection in Bacolod City**

### Yeungnam University, South Korea

Saemaul Studies and International Development, 2015-2016; International Exchange Student

### St. Theresita's Academy

Graduated class 2nd Honorable Mention, 2010-2013

- Consistent member of the Honor Roll for 4 years
- President, 2013 - STA Theater Club
- Founding Member of the St. Therese Artists Guild