

RONA MAE RECAMUNDA

Legazpi City, Albay PH | recamunda.ronamae@gmail.com | contactnami.journoportfolio.com

SOCIAL MEDIA MANAGER

EDUCATION

Bicol University

Bachelor of Arts in Journalism

- Dean's Lister
- President's Lister
- Cum Laude Batch

Legazpi City, Albay

UNIVERSITY ACTIVITIES

Bicol Organization of Neo-Journalists

2018

Assists the VP in charge during events, organizes special activities, and conducts income-generating projects, assigned to the creative team

92.3 Home Radio Legazpi

2022

- *Intern*
- Journalistic Newsgathering
News Writing and Reporting
Conduct local interviews during the 2022 elections

WORK EXPERIENCE

Tupperware Brands Legazpi Branch

2018

- **Sales Assistant**
- Manages and keeps the Sales on track
Provide customers with information on product pricing, features, and availability
Provides administrative, clerical, and customer support
Ascertain customers' needs and wants
Helping customers to choose from a variety of products

Victoria Inc.

2023

- **Social Media Manager and Executive Assistant**
- Manages 4 Social Media Platforms
Creates Content for Instagram, YouTube, and Tiktok
Copywriting, Caption, and Hashtag creation
Maintains a consistent posting schedule
Staying up to date with current social media trends, leverage them for the brand's advantage
Arranging meetings for Zoom calls with other clients

Elcy

2024

- **Social Media Manager**
- Short-form video editing for Instagram, FB and TikTok
Conceptualizing Content and Caption for Social Media
Continuously monitoring social media trends for content creation
Tracks social media performance insights
Occasionally share social media tips and best practices with Client

Furnishing NYC

2025

Plans schedule for social media content
Short-form video editing for Instagram
Community Engagement

ADDITIONAL SKILLS

- Social Media Management
- Basic Graphic Design/Canva
- Video Editing for Reels/Shorts
- Copy Writing
- Content Creation
- Community Engagement/Management
- Calligraphy/Photography
- Basic Web Design (Wordpress)
- Content Research and Organizing Files
- Time Management and Scheduling (Meta Business Suite/Metricool)
- Staying up-to-date with latest trends