

Celesdina Marie C. Reyes • reyes.dindin@gmail.com

Skilled in: **WRITING, WEB DESIGN & SITE MANAGEMENT, CUSTOMER SERVICE, GRANT WRITING, ADMINISTRATIVE WORK**

WORK HISTORY

Education & Outreach Coordinator (Feb 2020 - Feb 2021, HI) • *Kahumana Organic Farms*

- DURING PANDEMIC, HELPED GROW COMMUNITY SUPPORTED AGRICULTURE PROGRAM (delivery of fresh produce And meals) FROM 10 MEMBERS TO 500↑ MEMBERS, MANAGED ALL CUSTOMER SERVICE COMMUNICATIONS, CUSTOMER PAYMENTS & EBT (food stamp) PROCESSING, DELIVERY LOGISTICS
- WROTE AND APPLIED GRANTS, GRANTS THAT WERE THEN AWARDED TO THE FARM
- LEAD FARM TOURS TO TOURISTS AND LOCALS
- MANAGED MAIN WEBSITE AND TOUR BOOKING WEBSITE (<https://www.kahumana.org/>)

Office Assistant – Contractual (Sept 2019 - Dec 2019, HI) • *State of Hawaii Department of Health, Hazard Evaluation and Emergency Response Office (HEER)*

- DESIGNED HEER WEBSITE BASED ON STATE OF HAWAII GUIDELINES (<https://health.hawaii.gov/heer>)
- PROVIDED DIGITAL FILE MANAGEMENT SUPPORT TO FIELD WORKERS, MANAGED REQUESTS FOR PUBLIC RECORDS,

Program Coordinator (Sept 2018 - Jun 2019, HI) • *YMCA of Honolulu, Atherton YMCA*

- MENTORED UNIVERSITY STUDENTS AS THEY LEAD AND CREATED SERVICE PROJECTS IN THEIR COMMUNITY
- COORDINATED WITH VARIOUS COMMUNITY PARTNERS TO BUILD PROGRAMS FROM THE GROUND UP
- PERFORMED VOLUNTEER ONBOARDING, BACKGROUND CHECKS, AND OTHER CLERICAL DUTIES
- GATHERED DATA FOR ANNUAL REPORT, DESIGNED AND WROTE ANNUAL REPORT

Marketing Coordinator (2017 - 2018, HI) • *YMCA of Honolulu, Metropolitan Office*

- CREATED MONTHLY NEWSLETTERS, MARKETING MATERIALS, AND PRODUCED VIDEOS

Social Media and Events Specialist (2017 -2019, HI) • *YMCA of Honolulu, Kaimuki-Waiialae YMCA*

- DESIGNED AND MAINTAINED WEBSITE, CREATED MONTHLY NEWSLETTERS & MARKETING MATERIALS, PRODUCED VIDEOS, ORGANIZED & HELD EDUCATIONAL EVENTS FOR THE COMMUNITY

Freelance Writer (2014 - present)

- WRITES ARTICLES, BLOGS, WEB COPY, EBOOKS, AND OTHER ONLINE MARKETING MATERIALS
- ONLINE PORTFOLIO AT <http://www.thelargeworld.com/other-articles/>

Content Manager and Strategist (Apr-Oct 2015, PH) • *Kalibrr Career Advice Blog*

- CREATED CONTENT & STRATEGY FOR INCREASING SITE VISITS, MANAGED WRITERS, DESIGNERS & SOCIAL MEDIA

Associate Producer (Apr 2013-May 2015, PH) • *Rappler.com*

- PRODUCED NIGHTLY NEWSCASTS, POLITICAL INTERVIEW SHOWS, TRAVEL SHOWS, EVENTS, SPONSORED CONTENT
- MANAGED TEAMS OF VIDEO SPECIALISTS, LIAISON FOR NEWS DEPARTMENTS

EDUCATION

Bachelor of Arts, Ateneo de Manila University (2011) • Communication, Minor in Sociology

GRADUATED WITH HONORS (CUM LAUDE)
MERIT SCHOLAR and DEAN'S LISTER (2007-2011)

TRAINING

YMCA of Honolulu Regional Training, in the following courses (2018):

Project Management, Leading & Coaching Others, Introduction to Fiscal Management, Facilitation Skills

Coaching Essentials Course (2016) • *Talent, Leadership and Change Consultancy*

SKILLS

Interpersonal Skills: MENTORSHIP, COORDINATING WITH VARIOUS GROUPS, COMMUNICATION, TEAM PLAYER

Work Skills/Traits: TAKES INITIATIVE, INNOVATIVE, MEETS DEADLINES, CAPABLE OF MULTI-TASKING PROJECTS, FAST LEARNER ESPECIALLY WITH SOFTWARE, CAPABLE OF DEALING WITH EVENT COORDINATION, LOGISTICS

Proficient in the following programs and networks: FARMIGO, DELIVERYBIZPRO, FAREHARBOR, WEB WEB DESIGN (Weebly, Wordpress, Wix), ACTIVENET, iHEER, EPermit, GSUITE, MICROSOFT OFFICE

Fluent in the following languages: ENGLISH, FILIPINO

