

Dyvea Eclarino Valdemoro

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EDUCATION

San Jose State University 8/2022 - 6/2026

Bachelor of Science (BS), Business Administration - Management Information Systems

Certifications: *Foundations of Project Management, issued by Google*

Project Initiation: Starting a Successful Project, issued by Google

Getting Things Done Methodology, issued by LinkedIn

Santa Clara High School 8/2018 - 6/2022

High School Diploma

Awards: *Honor Roll, Principal's List, Student of the Year (Math Department), Avid Award*

WORK EXPERIENCE

Graphic Designer, Eagle Broadcasting Corporation 7/2023 - 9/2024

- Create engaging content for social media platforms
- Offer insights into creative process and showcase strategic thinking behind each visual element
- Collaborate closely with international teams of content writers and project managers to drive market initiatives forward
- Enhance brand identity and foster meaningful connections with audience
- Implement trust and safety projects for each posts
- Help interns navigate strategies of global operations management team
- Manage process related to content moderation
- Content reaches people globally to improve mental health

Teacher Assistant, Kiddie Academy 6/2023 - 6/2024

- Enhance student engagement and comprehension by optimizing innovative classroom activities
- Cultivate trust and rapport with children and parents, creating supportive environment for learning
- Guide students in reaching cognitive and developmental milestones

LEADERSHIP EXPERIENCE

Local Youth Group President, Iglesia Ni Cristo 7/2021 - Present

- Collaborate with department heads on strategies solving multiple organization issues
- Create various activities focusing on the students' future (career fairs and job seminars)
- Regularly lead and present in weekly meetings
- Ensure effective communication of key ideas and initiatives
- Plan community service activities and delegate tasks to leads of various committees
- Design compelling promotional materials to generate excitement for upcoming events
- Build relationships with stakeholders to increase participation in activities

Children Worship Service Chairperson, Iglesia Ni Cristo 11/2021 - Present

- Guide children and engage with them during weekly worship services and activities
- Collaborate with other officers to formulate and execute diverse range of activities and events
- Communicate with parents about when and where to hold visitations with their children
- Manage conflicts between individuals who have arising issues and solve ambiguous problems

District Youth Group Chairperson, Iglesia Ni Cristo 12/2022 - Present

- Coordinate with regional teams to manage large-scale events
- Prepare detailed activity request forms with clear objective, resources, timeline, and required approvals for smooth initiation and execution of events
- Organize manageable tasks and milestones for each team member to complete
- Encourage team members to let their imaginations thrive
- Communicate with stakeholders to ensure alignment on goals, expectations, and progress updates

Skills: Adobe Express, Asana, Canva, Content Marketing, Google Workspace, GTD Method, Project Coordination, Project Management, Scrum, SDLC, Trello, WBS