

Kylle Shaera S. Soriano

09567309424 | iiiamkyllesoriano@gmail.com

SUMMARY

Detail-oriented and organized undergraduate with experience in social media coordination, logistics support, and event assistance. I give prior attention to detail in order to set the next possible steps to keep my client ahead of workload, all while thriving their business. I have a deep willingness to apply my knowledge and execute what the work requires of me. Skilled in task tracking, documentation, and digital tools used for administrative support.

WORK EXPERIENCE

July 2019 – August 2021 **Social Media Manager**

Casa de Viajeros | Baler Aurora

- Handled and created content on social media, specifically Facebook and Instagram for Baler Casa de Viajeros. Managed to form a decent sized community which positively affects word of mouth.
- Through being consistent with responding to inquiries and monitoring analytics, genuine bonds have been created which fosters trust in the business.

May 2025 – June 2025 **Production Assistant for Logistics**

Wildfire, Inc. | Manila, Philippines

- Facilitated logistics work and organized program flow to guarantee the success of Del Monte FY26 National Sales Conference for the attendees and key stakeholders.

EDUCATION

2022 – Present

De La Salle University

2401 Taft Avenue, Manila 1004, Philippines | Undergraduate

Bachelor of Science in Marketing Management

2019 – 2022

Aurora National Science High School

Baler, Aurora | Senior High School

Science, Technology, Engineering, and Mathematics

2016 – 2019

Aurora National Science High School

Baler, Aurora | Junior High School

SKILLS

Business Tools: Basic to Intermediate

- MS Office (Word, Excel, PowerPoint)
- Google Workspace (Mail, Docs, Sheets, Forms, Slides, Calendar)
- Zoom, slack
- Trello, ClickUp, Asana, Notion, Monday.com

Creative Design: Basic to Intermediate

- Canva, CapCut

Social Media: Proficient

- Facebook, Instagram, TikTok, X, YouTube, LinkedIn, Telegram, Viber

Languages: Proficient

- English, Filipino

Interests: Fashion trends, travel planning, event organization, brand storytelling, photography, and exploring restaurants

NOTABLE ACHIEVEMENTS

- Managed to effectively build up and maintain the standing of Casa de Viajeros through social media, cultivating its engagement, reaching more demographics, and positive word of mouth through the bond created because of consistency.
- Took up a pertinent role in order for Del Monte FY26 National Sales Conference to take place. Specifically efficiently worked on teaming up and organizing the smooth sequence of the event, and handling event logistics.
- Enhanced brand visibility and customer interaction through strategic content management and timely audience engagement.

ADDITIONAL INFORMATION

Certifications:

- AI-Powered VA by VA Training PH - July 2026