



SHEENA KATRINA ORIHUELA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Event Management, Planning and Coordination
- Cross-cultural communication
- Monitoring and Reporting Writing
- Partnership building
- Social Media Management
- Volunteer Management

TOOLS

- Google workspace suite
- Microsoft Office
- Microsoft Excel
- Monday.com
- Notion

PERSONAL PROFILE

With over 9 years of work experience in a non profit organization. I have a strong background and experience working with local, international partners, and grassroots communities. Skilled in event management and planning, project management, monitoring of programs, partnerships, movement building and, campaigns.

WORK EXPERIENCE

ADVOCACY OFFICER LOCAL ACTIONS AND COMMUNITY ENGAGEMENT

Living Laudato Si' Philipines | OCT 2018 - June 2024

- Spearheaded successful events and activities in collaboration with partners and communities (Environmental groups, youth organizations, government partners, indigenous groups, among others)
- In-charged of monitoring and reporting the programs and projects
- Managed and content creator of the Facebook group with 3,000 members
- Organized and co-organized online webinars, workshops and forums
- Represented the organization in various external engagements

INTERNATIONAL RELATIONS OFFICER

Philippine Red Cross | November 2014 - August 2018

- Liaised with Red Cross and Red Crescent Societies, International Federation of Red Cross and Red Crescent and other organizations
- Organized study and humanitarian visits of International partners
- In-charged of monitoring and mapping the emergency and developmental project of PRC partners
- Prepared the detailed monthly, quarterly, annual report of the office
- Provided international capacity training support to PRC staff
- Facilitated the international travel arrangements of PRC Executives, Managers, Staff, and Volunteers (visa, flight itinerary, briefing, per diem, and accommodation)
- Served as an Officer-In-Charged for 6-months

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EDUCATION HISTORY

[De La Salle College of Saint Benilde](#) | June 2014

- Bachelor of Arts Major in Consular and Diplomatic Affairs
- Recipient of Kapit-bahay Grant Scholarship
- Recipient of Gawad Sinagtala Meritorious Award for Voters' Education

CONFERENCES AND TRAININGS ATTENDED

- Feminist Climate Justice Strategy Development Workshop Design organized by Oxfam Pilipinas | March 2024 Speaker
- and NGO observer, 2023 United Nations Conference on Climate Change | Dubai, December 2023 Core Climate
- Justice Walker and Speaker, Climate Justice Walk from Manila to Tacloban (1,000 km walk) | October- November 2023 Mentor, Climate Reality Virtual Global Training | October 2021 Participant, Social Media Training Course | March 2020 Participant. Program Management for Development Professionals Level 1 issued by APM Group | 2017 Participant, Introduction to Statistical Data Analysis, Quantitative, Research, and Report Writing Training | September 2016 Environmental and Sustainability Delegate, Harvard Project for Asian and International Relations | Hong Kong, August 2016
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