CLAIRE GIGJE

VIRTUAL TEAMMATE

SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

Google Suite

Microsoft Office

Adobe Photoshop

Canva

Meta Business Suite

PERSONAL PROFILE

I am a patient individual passionate about literature. I am also skilled in digital and traditional file management and organization. With all these skills, I am confident that I can deliver superb administrative assistance and other services to help clients with their needs.

WORK EXPERIENCE

SENIOR CONTENT WRITER
California Law Firm | 2024 - 2024
- Wrote published landers, blogs, and guest posts about personal injuries
- Reviewed and edited drafted contents
- Researched additional information about personal injuries.

INFORMATION OFFICER I & PUBLIC INFORMATION OFFICER
Philippine Information Agency (PIA) - 10 | 2021 – 2024
- Team Management
- News Articles, Press Releases, Scripts, And Situation Reports Production
- News Broadcasting And AVPs Voice-Over
- Social Media Management
- Community Engagement
- Basic Video And Graphic Design
- Organized media coverages and other events

CLERK PROCESSOR B
National Housing Authority| 2019 – 2021
- General Clerical Work
- Assistant To The Department Heads And Regional Director
- Contracts And Payrolls Preparation
- File Management
- Basic Video And Graphic Design

GOVERNMENT INTERN
Philippine Information Agency (PIA) - 10| 2018 – 2018
- News Articles, Press Releases, Scripts, And Situation Reports Production
- News Broadcasting And AVPs Voice Over

SERVICE CREW
Eco Workers Unlimited Corp.| 2017 – 2018
- Pasta And Other Food Assembly And Production

EDUCATION HISTORY

Liceo de Cagayan University
- Bachelor of Arts in Communication, 2019
- Magna Cum Laude
- Vice President, Communicators, Literari, And Performing Arts Guild
- Writer, Press Team
- Member, Scholars' Association