



# EMILYN [REDACTED] ons

Corporate C  
Executive

## ABOUT ME

A highly motivated Corporate Communications Executive with extensive experience in developing and executing communication strategies, managing internal newsletters, and fostering cross-cultural communication. Proven ability to adapt to diverse environments and contribute to organizational growth. Seeking a challenging role where I can leverage my communication skills and eagerness to learn to make a significant impact.

## EDUCATION

### Bachelor in Broadcast Communication



2010 - 2014

## SKILLS

- Communication Skills (Written & Verbal)
- Content Creation
- Teamwork & Collaboration
- Adaptability
- Cross-cultural Communication
- Stakeholder Engagement
- Event Coordination

## LANGUAGE

- English
- Tagalog



## EXPERIENCE

### Corporate Communications Executive 2016 - present



- Managed the development and distribution of two internal newsletters, ensuring timely and engaging content for employees.
- Developed and implemented communication plans for various corporate initiatives, enhancing internal and external stakeholder engagement.
- Crafted compelling content for diverse communication channels, including internal memos, press releases, and social media.
- Collaborated with cross-functional teams to ensure consistent messaging and effective communication.
- Conducted research and analysis to identify communication needs and improve communication strategies.
- Organized and coordinated corporate events and training sessions.

### Corporate Communications Executive 2019 - 2022



- Managed communication, and stakeholder engagement in a diverse international environment, adapting to cultural nuances, resolving conflicts, and building strong cross-cultural relationships.

### Marketing Assistant 2014 - 2016



- Collaborated with marketing to execute promotional events and campaigns, including creating materials, proofreading content, and maintaining organized marketing databases.

## CERTIFICATIONS

### Civil Service Commission - Professional Eligibility

Civil Service Commission  
October 2014

### Introduction to Learning and Development (eLearning)

Civil Service Commission  
February 2025

### Mastering Delegation (eLearning)

Civil Service Commission  
February 2025

### Digital Skill: Social Media

Accenture  
2023