



CYMAGNE DONNA AQUINO

SOCIAL MEDIA MANAGER/CONTENT CREATOR

ALL ABOUT ME

An Agricultural and Biosystems Engineer by profession, government employee for 8 years, but found my passion in creating content, video editing, and social media management.

AREAS OF EXPERTISE

- Microsoft Word, PowerPoint, Excel, Publisher, Office
- Social Media Platforms (Facebook, Instagram, TikTok)
- CANVA, Lightroom
- Adobe Premiere, Filmora, Splice
- Wix, Wordpress
- Quickbooks Online

CORE SKILLS

- Data Entry
- Social Media Management and Marketing
- Technical and Creative Writing Skills
- Content Creation
- Photo/Video Edit
- Bookkeeping

EDUCATION

- Bachelor of Science in Agricultural and Biosystems Engineer
CY 2008-2014
- Masters In Environmental Management (Unit earner)
CY 2015-2017

WORK EXPERIENCE

Engineer III

DENR - Environmental Management Bureau | 2014 - Dec 2022

- Conduct inspection, investigation, monitoring, water sampling, and other fieldwork.
- Handles and updates database and related files.
- Drafts technical reports, letters, memoranda, and narratives.
- Coordinates with client needs, complaints and requests.

Lecturer

Caraga State University | 2015 – 2017

- Lesson planning, preparation, and research.
- Teach/instruct students and assess their knowledge.

Social Media Manager/Graphics Designer/Video Editor

Cymagnetic FB Page | 2020 - December 2022

House of Fries Butuan FB Page | 2021-Jun 2022

Happy Clothes Laundry Hub FB Page | 2021-Jun 2022

- Create and edit graphics and videos, generate captions, do hashtag research, copywrite/proofread, do analytics, and produce reels and short videos for IG, FB, Youtube, and TikTok.
- Oversees page interactions with the public through implementing content strategies on FB Page & other social media platforms.
- Facilitates an increase in engagement and traffic for better reach.

CERTIFICATES

- Create a Business Brand Kit Using Canva - Coursera Project Network
- Building Digital Media Using Graphic Design in Google Slides - Coursera Project Network
- Business Analysis and Project Management - Coursera Project Network
- Grammar and Punctuation - University of California Irvine
- Technical Writing - EMB CO
- Certified Quickbooks Online Proadvisor
- Orienting Oneself to Work Standards - TESDA
- TEFL (Teaching English as a Foreign Language)
- Teach English Now - Arizona State University