

ALODIE FAYE C. TORNO

Email Address: alodie@aftcreatives.com

Location: Philippines

Nationality: Filipino

Spoken and Written Languages: English, Filipino, Bahasa Indonesia

Availability: Immediate

Portfolio Website: www.aftcreatives.com

Professional Experience

International Affairs Coordinator & Graphic Designer

Wadah Foundation - Indonesia

June 2020 to December 2022

- In charge of coordinating and negotiating with international partners and collaborations
- Successfully collaborated with Barefoot College International in conducting the first local-based solar electrification training in Indonesia taught by Barefoot College Alumni
- Maintained communication and working relationships with partner organizations in Asia
- Prepared periodical and post-project reports for the organization's partners and contacts
- Designed the organization's publications and other printed materials

Assistant to the Director of International Affairs & Graphic Designer

Wadah Foundation - Indonesia

May 2014 to June 2020

- Handled the submission of application for Special Consultative Status in United Nations ECOSOC which was granted on the first attempt of submission
- Wadah Foundation's representative to the UN ECOSOC in New York, USA
- Prepared quadrennial report to the UN ECOSOC
- Organized and prepared progress reports for external partners
- In-house layout artist and graphic designer of the organization's publications - Wadah Newsletter, Wadah Chronicles & Warta Wadah (from 2013 to present)
- Started and managed social media accounts of Wadah Foundation – Facebook, Twitter, Instagram & YouTube
- Revamped the organization's website design & content and served as the webmaster until 2021 which resulted in an average of 30% increase in unique visitors per year
- Initiated the use of a CRM tool in sending out email newsletters and announcements
- Created video materials for use at events

International Volunteers Coordinator

Wadah Foundation - Indonesia

April 2013 to April 2014

- Made and prepared volunteer policies and procedures
- Generated appropriate volunteering opportunities and role descriptions based on the needs of the organization
- Monitored, supported, and motivated volunteers
- Advised and briefed volunteers, and external organizations
- Maintained databases of volunteers and undertook any other administrative duties
- Assisted in developing motivational and unconventional methods of teaching children at Wadah communities to increase and harness their potential

Management Assistant (to the Retail Division Manager)
Edge Interlinks Corporation (Skechers, Sperry Top-Sider, Keds, Merrell, etc.) – Philippines
October 2011 to March 2013

- Coordinated with internal departments about store operations/requests
- Scheduled inventory/logistics requests with the warehouse department
- Organized the immediate head's schedule and coordinated with other parties
- Attended meetings and discussions as a representative of the immediate head
- Noted agenda/minutes of the meeting
- In charge of preparation and distribution of seasonal appreciation gifts to special clients/partners
- Communicated with mall contacts about marketing collaterals, requests, and other concerns
- Oversaw and assisted in organizing and executing different store openings and brand events
- Coordinated with external parties regarding shoe purchases and item retrieval
- Prepared reports, letters & memos for store operations and other matters when necessary
- Conducted store customer traffic and flow research to measure effectiveness of new store layout

Technical Support Representative
Convergys Philippines Corporation – Philippines
July 2011 to August 2011

- Assisted international clients in troubleshooting TV, Internet & Phone problems
- Scheduled technician visits to clients' homes
- Attended to customer requests regarding service subscription & billing
- Handled other customer concerns through phone service

Management Assistant
Humakom Redeman International – Indonesia
September 2010 to June 2011

- Assisted in preparing presentations, proposals, and materials for training
- Assisted in writing articles for the company's newsletter and website

Intern
Humakom Redeman International - Indonesia
November to December 2009

- Documented receipts and invoices
- Organized paperwork
- Assisted in preparing training proposals
- Assisted in making PowerPoint presentations

Intern
Grant Thornton Indonesia - Indonesia
June 2009

- Assisted in the due diligence review for the merger and acquisition of a company
- Prepared and updated the Company's Capability Statement to be presented to a potential client

Education & Other Professional Qualifications

Bachelor of Business in Economics and Finance
Royal Melbourne Institute of Technology (Offshore - Singapore)
January 2009 to June 2010

Diploma in Management Studies
Singapore University of Social Sciences (SUSS)
formerly Singapore Institute of Management University, Singapore
September 2007 – December 2008

International Baccalaureate (IB) Certificate – (2005-2007)
Higher Secondary Certificate – Graduate (2005-2007)
Gandhi Memorial International School, Jakarta, Indonesia

Proficiency in Technical and Computer Skills

Troubleshooting computer problems	Fair
Microsoft Word, Microsoft Excel, Microsoft PowerPoint	Proficient
Adobe Photoshop, Adobe InDesign, Adobe Illustrator	Proficient
Affinity Publisher, Affinity Photo, Affinity Designer	Proficient
Final Cut Pro X, Logic Pro X, Canva	Proficient
Familiarity in macOS and Windows	Proficient

Trainings and Certifications

Digital Fundraising - Filantropi Indonesia, Online (2021)

Preparation of Integrated Sustainable Reporting for Philanthropic and Non-Profit Institutions - Filantropi Indonesia, Online (2021)

Graphic Design on Canva - Hayuk Belajar Indonesia, Online (2021)

Logical Framework Approach - Wadah Foundation, Online (2021)

Complete Graphic Design Theory - Udemy, Online (2022)

Search Engine Optimization (SEO) Certification - Hubspot, Online (2022)

Social Media Marketing Certification - Hubspot, Online (2022)

Foundations of User Experience Design - Coursera (Google), Online (2022)

Foundations of Digital Marketing & E-Commerce - Coursera (Google), Online (2023)

Attract and Engage Customers with Digital Marketing - Coursera (Google), Online (2023)