












Winona de León

Partnerships Manager | Executive Assistant |
Travel Planner | IELTS Instructor

CONTACT ME

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LANGUAGES

-  Filipino (C2)
-  English (C2)
-  Español (A2)
-  Dutch (Beginner)
-  Deutsch (Beginner)
-  Mandarin (Beginner)

GOVERNMENT LICENSES (Non-expiry)

International Relations and Diplomacy
2017

Sub-professional Civil Service
2013

SKILLS

- Leadership
- Team Management
- Blogging, Vlogging, YT Studio, Lightroom
- Systematic Analytical and Logical Thinking and Reasoning
- MS Office (Excel, Word, PPT)
- Canva, Hootsuite, Kontent.ai
- WordPress Optimization, SMM
- Zendesk, Salesforce, Teams, Zoom

WORK EXPERIENCES

(Office-based/Remote | Full-time)



Executive Assistant (Office-based)

Ultimate HR Solutions [Dubai, UAE]

February 2024 - Present

- Support the Sales Manager primarily and provide additional support to executive team members, as directed, to ensure that company goals and objectives are accomplished and that operations run efficiently



(Remote - Project-based)

November 2020 - March 2024

- Executive Assistant
- Travel Specialist (traveled to 18 countries)
- Operations Manager



International Partnerships Manager (Office-based)

Strategic Exhibitions & Conferences [Dubai, UAE]

September 2022 - February 2023

- Building close relationships with partners and stakeholders through key account meetings, calls and networking events to aid retention



Executive Assistant | Recruitment Manager | Social Media Manager (Remote)

The Diversity Insurance Group [New Jersey, USA]

December 2020 - December 2021

April 2023 - October 2023

- Handled ad postings, editing and optimization across all the social media networking sites available
- Managing the whole system of the company by overseeing the operations, meeting the objectives and hitting the target number for the day



Customer Service Representative (Office-based)

ECE Consulting Group Inc. [Makati, Philippines]

December 2018 - December 2020

- Maintained a 100% customer satisfaction rating by providing the utmost solutions based on client requirements
- Consistent top performer based on customer surveys and US-based client company reports



Elected Public Official (Office-based)

Philippine Government [Manila, Philippines]

December 2010 - December 2013

INTERNATIONAL AND NATIONAL CONFERENCES | SUMMITS

- SOCIOV E-learning (September 2020)
- International Youth Leaders Assembly, PH
(12th – 16th July 2017)
- ASEAN Youth Exchange on Education, VIETNAM
(3rd – 8th July 2017)
- ASEAN Youth Summit, PH
(24th – 27th April 2017)
- APAIR National Conference
(17th and 18th March 2017)
- Global Youth Summit (3rd March 2017)
- Global Peace Convention
(28th February – 3rd March 2017)
- ASPIRE PH Public Speaking
(20th -25th November 2016)
- Paralegal Training and Seminar
(5th June – December 2016)
- ASEAN Showcase: A Basket of Opportunities
(8th October 2016)

EXAMINATIONS

IELTS - General Training (2021)

Credential ID: 20PH007246DEW001G

Overall Band Score: 7.0

IELTS - UKVI (2016)

Credential ID: 16PH016692DEW001A

Overall Band Score: 6.5

EDUCATION

University of Santo Tomas

AB Political Science - 4th year undergrad

St. Scholastica's College

Prep - High School

OTHER WORK EXPERIENCES (Freelance | Part-time | Seasonal | Contractual)

Junior Recruiter	Harvey Chance <i>Dubai, UAE</i>	October 2022 - March 2023
Legal Administrator	Emerald Law & Consulting <i>Saint Louis Missouri, USA</i>	April - May 2021
Business English Teacher	Modern Language Center <i>Mexico City, Mexico</i>	November 2020 - March 2022
English Teacher	Lughaty Arabic Learning Institute <i>Dubai, UAE</i>	October 2020 - February 2021
English Teacher	Smart English Thai Nguyen <i>Hanoi, Vietnam</i>	October 2020 - March 2021
Tech Specialist - Audio Transcriptionist	BUNCH <i>Central, Hong Kong</i>	September 2020 - October 2020
English Teacher	Ha Tinh Intermediate School <i>Ha Tinh, Vietnam</i>	August 2020 - October 2020
IELTS Instructor English Teacher	Le Premier Language <i>Manila, Philippines</i>	June 2019 - September 2019
English Tutor	Freelance <i>Anywhere</i>	January 2019 - Present
English Teacher	SAIEI Online English Inc. <i>Makati, Philippines</i>	December 2018 - February 2019
Reservations Officer	UNO Adventure and Holiday <i>Makati, Philippines</i>	May 2018 - July 2018
L2 Associate	ISTA Personnel Solutions Inc. <i>Makati, Philippines</i>	May 2018 - July 2018
Brand Ambassador	IAPPCO Direct Int'l Inc. <i>Makati, Philippines</i>	April 2018 - May 2018
Customer Service Professional	Sitel ETON <i>Quezon City, Philippines</i>	October 2017 - January 2018
Video Transcriber	Freelance <i>Anywhere</i>	March 2012 - May 2023

ACTING CERTIFICATIONS

Star Magic Workshops

- Teen's Acting (2009-2010)
- Introductory (2015)
- Advanced Level 1 (2016)
- Advanced Level 2 (2017)

CERTIFICATIONS

Operations Management Foundations (2023)

Project Management Institute

ID:

43e43177517951002553a44394b74db1894199d8585890f043e65019856fd0d7

Cybersecurity Foundations (2023)

Project Management Institute

ID:

bff6d42e2631bf1c82c1598e85602817466ae05a1072abeaafd1f9ff5ae6d78

Six Sigma: Greenbelt (2023)

Project Management Institute

ID:

1da885f796081c657f97b1bb30467982aa84cdb321edd67a9ca9f8245e57e2b9

Program Diploma in Global Governance (2020)

International Business Management Institute

ID: 336949-160-172-2113

Teaching Business English (2020)

Premier TEFL

ID: pDnKqeegK4

TOIEC (2020)

Premier TEFL

ID: uQfulGIR1R

TEYL (2020)

Premier TEFL

ID: u1yPCOMvXH

TEO (2020)

Premier TEFL

ID: 4dn8o3zC4b

Teaching IELTS (2020)

Premier TEFL

ID: AYFVYHhxEN

TESOL and TEFL (2016)

TESOL Asia

ID: 10-16-301