

HYACINTH KAYE BAJUYO

hyacinthkaye.work@gmail.com | +63 997 520 9133 (WhatsApp) Cagayan de Oro City, Philippines
Portfolio: <https://hyacinthkaye.github.io/portfolio/> | LinkedIn: <https://www.linkedin.com/in/hyacinthkayebajuyo>

PROFESSIONAL SUMMARY

Administrative Support & Social Media Manager with experience in workflow coordination, content operations, technical documentation, and digital publishing support across remote and international teams. Skilled in Canva, Meta Business Suite, Trello, ChatGPT, Google Workspace, and AI-assisted productivity systems. Experienced in organizing structured workflows, documentation systems, and campaign support processes that improve visibility, consistency, and coordination across multi-project digital environments.

KEY SKILLS

Administrative Support | Social Media Management | Content Operations | Workflow Coordination | Content Scheduling | Canva Design | Documentation & Reporting | Technical Writing | Administrative Coordination | AI-Assisted Productivity | Remote Collaboration | Stakeholder Communication | Workflow Organization

TECH PROFICIENCY

Productivity & Operations: Google Workspace (Docs, Sheets, Gmail, Calendar, Drive), Microsoft Excel, Trello, Notion

Communication & Collaboration: Zoom, Google Meet, Discord, WhatsApp, Slack

Social Media & Content: Canva, CapCut, Hootsuite, Meta Business Suite, Instagram, TikTok, Pinterest, LinkedIn

AI-Assisted Productivity: ChatGPT, Claude AI, Gemini, Grammarly, Codex

Workflow & Documentation: Content Scheduling Systems, Workflow Boards, Documentation Templates, Reporting Systems, Portfolio Architecture Planning

Web & Platforms: GitHub, Basic HTML Portfolio Management, Website Content Organization

RELEVANT EXPERIENCE

Professional Writer & Content Strategist

Digital Publishing Platform & Independent Media | 2017 – Present

- Managed high-volume publishing workflows while maintaining 100% on-time delivery across multiple concurrent digital content projects.
- Developed promotional content and social media assets for academic organizations to support audience engagement and online visibility initiatives.
- Produced long-form and short-form written content tailored to different brand voices, reader demographics, and platform requirements.
- Organized multi-project publishing workflows using digital productivity systems to maintain consistent turnaround times and content accuracy.
- Planned and structured the content architecture, navigation flow, and categorized proof systems of a personal portfolio website for organized user experience and presentation.

Human Resource & Volunteer Management Officer

Youth Force Philippines | Nov 2025 – Apr 2026

- Coordinated scheduling, delegation, and progress tracking for nationwide volunteer initiatives across multiple regional teams.
- Streamlined internal communication workflows that improved coordination visibility and task alignment across regional volunteer teams.
- Supported digital recruitment campaigns that expanded organizational membership by 66 new members across the Philippines within one operational cycle.
- Maintained structured documentation and reporting systems for volunteer onboarding and organizational updates.

Administrative Recorder (Model United Nations)

The Global Citizen Education Group | Mar 2026

- Converted 8+ hours of live diplomatic discussions into structured same-day reports with 100% documentation accuracy.
- Summarized policy discussions, stakeholder positions, and action points to support post-conference operational review.
- Maintained professional documentation standards for international delegates and multinational event coordination teams.

Operations & Logistics Coordinator

International Model United Nations | Hanoi, Vietnam & Manila, Philippines | Oct 2025 – Nov 2025

- Coordinated scheduling, logistics, and participant communication for international conferences involving 400+ delegates across Asia.
- Supported multinational operational workflows involving participants from Vietnam, Indonesia, South Korea, India, Zimbabwe, and the Philippines.
- Managed administrative coordination tasks related to event execution, reporting, and participant documentation.
- Streamlined communication updates between organizing teams to support timely conference operations and delegate assistance.

Social Media & Operations Assistant

Food & Beverage Business | Apr 2021 – Jan 2022

- Managed Facebook and Instagram content scheduling, customer engagement, and promotional posting calendars for a growing local food business.
- Created branded promotional graphics using Canva to support product launches and maintain consistent social media activity.
- Responded to 50+ weekly customer inquiries while maintaining response times under 2 hours across social media channels.
- Maintained organized customer communication workflows across Facebook and Instagram during business launch operations.

EDUCATION

Undergraduate Studies in Political Science

Liceo de Cagayan University | Aug 2024 – Jan 2025

CERTIFICATIONS

- HubSpot Content Marketing Certification (2026)
- Google Analytics Certification, Google Skillshop (2026)
- SEO & Digital Marketing Certifications, Simplilearn (2026)
- Professional Recommendation, International MUN (2025)

REMOTE WORK READINESS

Internet: Fiber internet connection with mobile hotspot backup

Equipment: Personal laptop, noise-canceling headset, HD webcam

Workspace: Dedicated quiet workspace for meetings and remote collaboration

Availability: Available for US EST, PST, UK GMT, and AU AEST timezones

LANGUAGES

English (Fluent) | Filipino (Native)