

ODYSSA DAWN MALSI GARIANDO

ADMINISTRATIVE PROFESSIONAL | VIDEO EDITING AND DESIGN SUPPORT

Puerto Princesa City, Palawan, Philippines | odyssadawn@gmail.com | +63 917 775 9293

linkedin.com/in/odyssa-dawn-gariando-chrp

PROFESSIONAL SUMMARY

Administrative and HR professional with 14+ years of experience in documentation, scheduling, records management, and stakeholder coordination. Church Facebook page manager since 2023 and CapCut video editor since 2020, producing 3–5-minute videos with transitions, subtitles, and music editing. Uses Canva for multimedia and design layouts, and ChatGPT, Gemini, and Claude for daily tasks. Seeking an Amazon Influencer VA and Video Editor role.

SKILLS AND TOOLS

Administrative support • Scheduling and coordination • File and records organization • Data entry • Stakeholder communication • Video transitions • Subtitles • Music editing • Design layouts

Video and design: CapCut, Canva

AI tools: ChatGPT, Gemini, Claude

Office and collaboration: Microsoft Office (Word, Excel, PowerPoint, Outlook); Google Workspace (Docs, Sheets, Drive, Gmail, Calendar); Asana; ClickUp; Trello; Zoom; Microsoft Teams

SOCIAL MEDIA AND VIDEO EDITING EXPERIENCE

Facebook Social Media Manager | Church Official Page | 2023–Present

- Create posts, write captions, and upload videos and other content to the church's official Facebook page.
- Respond to messages and comments to support communication and community engagement.

Church Video Editing and Multimedia Support | 2020–Present

- Edit 3–5-minute church videos using CapCut, incorporating transitions, subtitles, and music editing.
- Use Canva and ChatGPT extensively to support church multimedia creative and design layout requirements.

PROFESSIONAL EXPERIENCE

Human Resource and Administrative Officer | Delta P, Inc.

Puerto Princesa City, Palawan | August 2017–October 2026

- Coordinated HR and administrative functions supporting staffing and operational needs of a 30 MW power plant.
- Maintained employee documentation and coordinated administrative requirements with internal departments, contractual agencies, and other stakeholders.
- Used Canva and ChatGPT to support creative and design layout requirements during employment.
- Handled job postings, applicant screening, interviews, pre-employment requirements, employee orientation, and onboarding.
- Coordinated training and supported employee relations, performance management, compensation and benefits, and compliance with workplace policies.

Administrative and Accounting Assistant | Delta P, Inc.**Puerto Princesa City, Palawan | June 2012–July 2017**

- Provided scheduling, coordination, records management, document custody, data entry, and administrative support across departments.
- Supported financial accounting, management accounting, budgeting, and preparation of financial schedules for internal and external use.
- Handled petty cash custody and coordinated internal and external customer support and general office services.

EDUCATION**Bachelor of Science in Business Administration, Major in Management Accounting | 2008–2012****PROFESSIONAL CERTIFICATION****Certified Human Resource Practitioner (CHRP) | International Federation of Professional Managers****PROFESSIONAL DEVELOPMENT****Understanding the Gen-Z Mindset — Profiles Asia Pacific, Inc. (2025)****Administrative Human Resource — LinkedIn Learning (2024)****Basic Occupational Safety and Health (BOSH), Qualified Safety Officer 2 — PEME Consultancy, Inc. (2023)****Labor Talk — Atty. Alberto Balbalan Jr. Law Office (2023)****Workshop on Behavioral Interviewing — People Dynamics, Inc. (2021)****Essentials of Human Resource Management — Asian Institute of Human Resource Management / PMAP (2018)****Professional Executive Assistant Training — Businessmaker Academy (2015)**