

Chanel Beatriz M. Vicencio

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Education	June 2014-May 2018 Bachelor of Arts in Foreign Service major in Diplomacy Lyceum of the Philippines University-Manila
Professional Experience	January 2020 - November 2023 Project Assistant – Promotion of Low Carbon Transport Project United Nations Development Programme <ul style="list-style-type: none">● Support to Project Activity Implementation focusing on achievement of the following results:● Be responsible for day-to-day project correspondence, information sharing, and filing ensuring that appropriate follow-up actions are taken;● Support in organizing field visits and travel;● Logistics support for meetings, workshop, training, and seminars;● Support to organizing meetings workshops, trainings and events (preparing minutes, drafting and sending out invitations, agenda and drafting follow up actions)● Day-to-day payments with full compliance of relevant guideline and proper recording of disbursement and all financial transactions; March 2019 - January 2020 Administrative Training Assistant – DevLIVE+ Project United Nations Development Programme <ul style="list-style-type: none">● Provide assistance in the preparatory stages prior to conduct of training; mostly but not limited to venue selection, invitation preparation and logistical arrangements;● Attend and provide administrative assistance in all the trainings/workshops relating to the implementation of DevLIVE+ in the four LGUs in Lanao del Sur.● Enforce proper safeguards on custodianship of equipment necessary for trainings such as android tablets, GPS receivers, WIFI routers, desktop computers and other necessary tools and kits to support the DevLIVE+ development covering trainings, field surveys and data server uploading;

	<ul style="list-style-type: none"> • Provide assistance in the transmittal of survey data from the municipal to the provincial level; • Ensure that the conditions under the data security and privacy following the Data Privacy Act of 2012 is being met • Assist in the review and monitor of the work and progress of the municipal survey team relating to DevLIVE+, in consultation with the provincial government. • Perform other functions related to the project as may be assigned by the Project Management. <p>July 2018 - November 2018 Assistant Campaigns Officer – CleanSeas Pilipinas Consultant of the United Nations Development Programme</p> <ul style="list-style-type: none"> • Assist the Campaigns Coordinator in drafting correspondences, press releases, minutes of meetings and workshop documentations • Maintain the stakeholder database of the campaign
Specialization	<ul style="list-style-type: none"> • Administrative Support • Data/Document Management • Email/Calendar Management • Events and Logistics • Technical Writing • Customer Services/Client Relations • Software Proficiency through ServiceNow, QlikSense, Microsoft Office, Google Workspace, Canva
Character References	<ul style="list-style-type: none"> • Ms. Raisa Neith Salvador <i>Consultant</i> Asian Development Bank raisangs@gmail.com / +639053529447 • Ms. Gwyneth Anne Palmos <i>Programme Analyst</i> United Nations Development Programme gwyneth.anne.palmos@undp.org / +639178444917 • Ms. Marikris De Guzman <i>Foreign Service Officer IV</i> Department of Foreign Affairs marikrisdeguzman@gmail.com / +639985778576