

# Emilia Francisca Bellido

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## PROFESSIONAL SUMMARY

Information Systems Student & Digital Media Specialist bridging the gap between backend logic and frontend user experience. Currently pursuing an ICS diploma with a background in digital strategy. Inspired about leveraging skills in programming, storytelling, and design to contribute to product development and technical communications.

## TECHNICAL & DIGITAL SKILLS

- **Programming & Web:** Java (OOP), HTML5/CSS3, JavaScript, SQL, Git/GitHub (Academic exposure)
- **Design & Media:** Adobe Creative Cloud (Premiere, Photoshop, Illustrator), Canva, UI/UX Principles
- **Digital Strategy:** Meta Business Suite, Content Management Systems (CMS), Social Analytics, SEO basics
- **Soft Skills:** Agile Methodology Concepts, Technical Writing, Cross-functional Collaboration, Project Coordination

## EDUCATION

### Information and Computer Systems Diploma

Present - June 2027

Camosun College - Victoria, BC, Canada

- **Courses:** Algorithms & Programming (Java), Web Fundamentals, Operating Systems, Database Concepts, Data Structures, Software Engineering Process, Web Scripting.

### Digital Production, Writing, and Design Certificate

September 2024 - June 2025

Camosun College - Victoria, BC, Canada

**GPA: 8.7** | Dean's Honor Roll 2024

- **Courses:** User Experience (UX) Writing for Web, Digital Production I & II, Graphic Communication.

### Diploma in Arts and Sciences

Miami Dade College - Miami, FL, United States

**Cum GPA: 3.8** | Dean's List 2022 | Superintendent's Diploma of Distinction with Summa Cum Laude Seal 2022

## RELEVANT EXPERIENCE

### Marketing and Logistics Assistant

Victoria Jazz Society - Victoria, BC, Canada

March 2025 to Present

- Achieved 10% follower growth in 2 months through a strategic mix of paid promotions and organic content initiatives.
- Design and manage visual assets using Adobe tools/Canva, ensuring strict adherence to brand guidelines across web and print platforms.
- Create high-performing daily photo and video content during festival season, enhancing digital storytelling and audience engagement.

### Heron Media Internship

June 2025 to Present

Heron Media – Victoria, BC, Canada

- Oversee the end-to-end lifecycle of digital content, from conceptualization and graphic design to deployment.

**Administrative and Social Media Intern**

Oct 2021 to Jan 2024

C&amp;G Consulting Service LLC - Miami, FL, United States

- Supported internal administrative systems, improving workflow efficiency by 45% through better digital organization.
- Ensured the company website and social platforms maintained a user-friendly interface (UI), facilitating a smooth digital journey for clients.
- Monitored performance metrics to drive a 15% increase in online engagement.

**Enactus Club President**

Nov 2024 to May 2025

Camosun College – Victoria, BC, Canada

- Led team restructuring and strategic planning, managing volunteer resources to execute social impact projects.
- Directed outreach campaigns across digital channels, improving visibility for student-led entrepreneurial initiatives.

**OTHER EXPERIENCE****Restaurant Server**

Oct 2021 to Dec 2023

Napoli 1800 - Miami, FL, United States

- Provided exceptional customer service to an average of 50+ customers daily, contributing to a 10% increase in customer retention through personalized interactions.
- Trained 4 new hires and led private events, using active listening and communication to maintain smooth experiences.