

DONNA MARIE A. THARMALINGAM

#14 Wellington St. BF International, Las Pinas 1740

(+63) 917-323-3446

dkiritharan@gmail.com

EDUCATION

Bachelor of Science in Medical Laboratory Science (2013 to 2018)

South SEED-LPDH College

Leadership Awardee

Doctor of Veterinary Medicine (2005 to 2010)

University of the Philippines – Los Baños

College of Veterinary Medicine

Undergraduate

Secondary Education (2003 to 2005)

Bader International School – Jeddah, Saudi Arabia

Valedictorian, Leadership Awardee

2003 to 2005

Primary Education (1999 to 2000)

Jeddah Reef International School – Jeddah, Saudi Arabia

First Honorable Mention

WORK EXPERIENCE

Founder & Co-Owner

BEE Marketing Solutions PH

- Logo & Branding
- Content Creation (Writing & Publication Materials)
- Marketing Plan & Strategies
- SEO/SEM
- eCommerce Site Building & Management
- Web Development (WordPress, Wix, and Shopify)
- Application Development
- Overall Site Management
- Copywriting
- Content Writing (SEO & P24)

Freelance (2006 to Present)

Content Writing

- Niche Press Sites Content Writer
Created content for this particular company using SEO and P24 Writing Styles for several websites and niches.

- Fashion & Beauty Article Writing
Created SEO content for Beauty Website
- ACT Exam Questionnaires
Created mock-exam questions for ACT Online Review Portal
- Dog Breeding & Genetics
Created SEO content for Breeder's Website
- General Facts
Created content for Random Facts Website

Social Media Marketing & eCommerce

- Branding & Content for Various Local Businesses in the Philippines
- Branding, Content & Site Management (WordPress) for Dog Breeder's Business based in the US (www.arrowtpets.com)
- Branding, Content & Site Management (WordPress) for Dog Breeder's Business based in the US (www.rafterepups.com)
- Branding, Content & Site Management (Shopify) for Pet Supply Business based in the US (www.ourpuppy.com)
- Branding, Content & Site Management (Wordpress) for Adult Application based in Canada (www.ignitedesires.com)

Owner

Beginner's World Learning Center (2017 to 2021)

- Overall operations management
- Hiring and recruitment
- Social Media Marketing
- Lead Generation

Medical Intern

Las Pinas Doctor's Hospital

- Clinical Chemistry
- Microbiology
- Hematology
- Blood Banking
- Clinical Microscopy
- Pathology

Marketing Associate

SurePro Solutions Incorporated – Dassault Systemes (2012 to 2013)

- Provide administrative support including; data entry, cold calling potential clients, assisting in training classes
- Overall social media manager; concept, layout and design of marketing materials.
- Event planning and coordination.

- Basic CAD Training

Process Associate

Genpact LLC (2010 to 2012)

- Customer care representative (Tier I)
- Assist in bound call clients for card activation, reporting lost and stolen, fraud and card account inquiries (account balance and transaction history)
- Escalations (Tier II)
- Handle escalated calls from Tier I agents.

SKILLS

Basic Computer Troubleshooting (Microsoft and OSX)

Photography (Manual and Digital)

Layout & Design (Photoshop, Canva)

Video Editing (Final Cut, iMovie, After Effects)

Photo Editing (Photoshop, Canva)

Microsoft Office (Word, Excel, Powerpoint, Publisher)

Google Documents (Docs, Sheets, Slides, Forms)

CRM (Active Campaign, Streak)

eCommerce (Shopify, Amazon)

SEMINARS, CONVENTION AND TRAININGS ATTENDED

Freelance Academy

eCommerce Course (April 2022)

Amazon FBA/FBM

Helium 10

Jungle Scout

Online Arbitrage

Shopify

eBay

Freelance Academy

Virtual Assistant Course (April 2022)

Social Media Marketing

Content Creation

Lead Generation

SEO

Wordpress

Facebook Ads

Freelance Academy

Real Estate Virtual Assistant (April 2022)

Administrative Tasks

Social Media Marketing
Listing Management
Transaction Coordination
CRM

ESCO Corporation
Seminar on Laboratory Biosafety (January 2018)
Attendee

Zaife Corporation
Seminar on Phlebotomy (February 2018)
Attendee

Rhumba Incorporated
Seminar on Sysmex Machines (May 2018)
Attendee

Medical Technology Alliance for Integral Developments
“Got Grit” by Vanessa Leslie Rivera RMT (September 2017)
Organizer/Attendee

Philippine Association of Medical Technology Students
7th National Convention (February 2015)
Officer/Deligate

Research Institute for Tropical Medicine
“Uses of Mosquitoes in Research” by Estrella Irlandez Cruz (September 2014)
Organizer/Attendee

South SEED-LPDH College – Community and Public Health
Kalusugan ni Baby, Alaga ni Mommy Seminar (March 2014)
Speaker

Philippine Association of Medical Technology Students
6th National Convention (February 2014)
Deligate

Dassault Systèmes SolidWorks
Solidworks Sales Professional Certification (December 2012)

Upwork (2011)
Telephone Etiquette Certification

Genpact Philippines
Green Dot
Tier 2 Final Assessment and Role Play Certification (July 2011)

AWARDS AND RECOGNITION

South SEED-LPDH College
Leadership Award (June 2018)

South SEED-LPDH College
Leadership Award (February 2017)

South SEED-LPDH College
Collaboration Award (March 2015)

SurePro Solutions Incorporated
Dassault Systèmes SolidWorks
First Marketing Personnel to Pass CSSP Exam (December 2012)

UpWork (2011)
Top 10% International Ranking - Office Test Skills
Top 20% International Ranking - English Vocabulary Test
Top 30% International Ranking - Customer Service Test

Genpact Philippines
Green Dot
Outstanding Process Associate (August 2010)

Genpact Philippines
Green Dot
Top Agent CSAT Survey for Customer Support (September 2010)