ALTHEA C. MAON

Philippines | 09693029589 | maon310@gmail.com

PROFESSIONAL SUMMARY

Bilingual English–Filipino writer, editor, and creative freelancer with campus editorial board experience, paid digital art commissions, and a background in research and student leadership. Skilled in developing clear, audience-focused content, reviewing written work, and coordinating projects. Seeking part-time remote opportunities in content writing, AI content evaluation, research support, and creative assistance.

RELEVANT EXPERIENCE

Column Editor & Editorial Cartooning Contributor | The Makati Academe | 2026–Present

- Serve on the campus publication's editorial board, contributing opinion columns and editorial cartooning work.
- Develop and revise written pieces with attention to argument, clarity, tone, grammar, and audience.
- Research issues and organize information to support publication-ready editorial content.

Freelance Digital Illustrator | Paid Art Commissions

- Create commissioned digital illustrations based on client requests, creative briefs, and feedback.
- Communicate with clients about project scope and revisions while managing independent deliverables.

Student Journalist | Previous School Publications

- Wrote editorial, feature, and news articles, adapting style and structure to different formats and audiences.

EDUCATION

Centro Escolar University – Makati | Bachelor of Science in Nursing | 2025–Present

Second-year student

LEADERSHIP & PROJECTS

- Coordinated student group assignments, schedules, communications, and educational activities in campus leadership roles.
- Prepared academic research, written reports, and educational content for collaborative nursing projects.

SKILLS

Writing & Editing: Editorial writing, feature writing, news writing, proofreading, content research, written communication

Creative & Digital: Canva, CapCut, digital illustration, Google Workspace, ChatGPT, Gemini

Other: Research organization, project coordination, client communication, English and Filipino

AVAILABILITY

Remote, part-time or project-based work | Approximately 10–15 hours per week