

Isabelle Santiago

+971 58 945 9414 · santiago.mariaisabelle@gmail.com ·
Dubai, UAE (Has valid UAE driving license)

Operations and project coordination professional specializing in building delivery infrastructure for complex, multi-stakeholder programs. Directed planning and coordination for international initiatives across Europe, North America, and Asia-Pacific

PROFESSIONAL EXPERIENCE

FOUNDATION FOR FILIPINA WOMEN'S NETWORK, USA

July 2024 - Jan 2026

Project/Program Officer (Senior Fellow) | Portugal • Sydney • San Francisco

- Delivered end-to-end operational management for events and conferences in London, New York, California, the Philippines, Portugal, and Sydney, integrating logistics, resource allocation, production workflows, and reporting.
- Orchestrated multi-country programs across Europe, the United States, and Asia-Pacific, aligning planning, scheduling, and stakeholder coordination for initiatives engaging 700+ senior leaders.
- Acted as a central point of connection between teams, stakeholders, and leadership; Built structured documentation and reporting systems

BITX DMCC, DUBAI, UNITED ARAB EMIRATES

Jan 2023 - July 2024

Copywriter

- Led client communications strategies by producing structured, audience-focused content designed to inform, engage, and convert.
- Worked closely with cross-functional teams to ensure consistency across written content, campaign narratives, and visual direction.

CNN PHILIPPINES

2022

Branded Content and Special Projects Coordinator

- Coordinated content projects and special initiatives by managing sourcing, research, timelines, and workflows across multiple contributors and partners.
- Shaped weekly print and video content by identifying strong narratives, conducting background research, and supporting editorial direction.

VOLUNTEERING

AID AFGHANISTAN FOR EDUCATION, USA

2024 and Present

Project Consultant

- Designs and delivers fundraising and partnership initiatives for Afghanistan-focused programs, including GlobalGiving campaigns.
- Executes international donor-facing outreach, driving engagement and campaign impact.
- Monitors budgets and allocates resources to ensure projects meet timelines and financial targets.

SEABISCUIT FILMS, PHILLIPINES

2021

Production Assistant

- Managed on-set documentation, including shot lists, production notes, and media organization
- Collaborated on conceptual development from pre-production through production

EDUCATION

DE LA SALLE UNIVERSITY | AB in Communication Arts, Major in Film/Media Production
Magna Cum Laude (CGPA: 3.77) | Best Undergraduate Thesis

UNIVERSITY OF SANTO TOMAS | High School
Graduated with High Honors | Humanities and Social Sciences Strand

TOOLS & SYSTEMS

- **Project and workflow tools:** Asana, Trello, SharePoint
- **Documentation and collaboration:** Google Workspace, Slack, Notion, Microsoft Office Suite
- **Reporting and analytics:** Google Analytics, Meta Business Suite, LinkedIn Campaign Manager
- **Creative and production oversight:** Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Premiere Pro)

CERTIFICATES AND SKILLS

Certificate in Financial Management Essentials; currently advancing skills in Grant Planning & Management and Fiscal Strategy

Certificate in Foundations of Sustainable Trails, The Eppley Center for Parks and Public Lands
Project Coordination & Operational Leadership

- Coordinate planning, scheduling, and execution of cross-functional projects; Assist with resource allocation and workload coordination across teams
- Coordinate internal teams and external partners to maintain workflow continuity and on-time project completion
- Maintain structured project documentation, including briefs, timelines, contracts, and status updates

Project Monitoring & Reporting

- Track project milestones, monitor progress against timelines, and flag potential delays or risks
- Prepare structured status reports and executive summaries for leadership and stakeholders
- Support budget tracking and vendor coordination to ensure cost control and adherence to approved scopes

Stakeholder Communication & Liaison

- Serve as point of contact between leadership, internal teams, and external vendors
- Facilitate meetings, manage schedules, document action items, and follow through on deliverables

REFERENCE

AMAR BORNKAMP

Director of Development | Foundation for Filipina Women's Network
Former Assistant Vice President | Union Bank, San Francisco, USA
amarbornkamp@gmail.com
+1 510 520 6860