

ARNELLI B. ATENTAR, Rpm

*Registered Psychometrician | Admin & Creative Professional
Research & Assessment Specialist*

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Portfolio: <https://www.nanisportfolio.com/>



PROFESSIONAL SUMMARY

Versatile and analytical professional with cross-industry experience in research and assessment, administration, graphics and video production, and project coordination. Skilled in designing high-impact materials, producing accurate reports, and managing complex workflows. Recognized for adaptability, strong communication, and dependable execution. Adept at using digital tools and AI technologies to streamline operations and enhance organizational performance.

CORE SKILLS

Administrative & VA Skills: Project Management • Operations Support • Scheduling & Coordination • Documentation • Reports Management • Client Communication

Creatives & Multimedia: Graphic Design (Photoshop, Canva, InDesign) • Video Editing (Premiere, Filmora, CapCut) • Content Creation • Social Media Materials

Analytical & Research: Test Development • Test Administration (MMPI, BPI, NEO-PI-R, 16PF, PNLT) • Data Analytics • Statistical Tools (SPSS, Jamovi, Winstep) • Report Writing • Research Methodology

Soft Skills: Time Management • Leadership • Critical Thinking • Effective Communication • Team Collaboration

WORK EXPERIENCE

Whiten Beauty and Wellness | Sept 2025 – Dec 2025

Graphic Artist & Video Editor

- Develops graphic posters and marketing materials for products and services.
- Edits TikTok and vlog-style videos; manages shoots, setups, and creative file organization.
- Coordinates with outsourced editors and conducts quality reviews.
- Handles scheduling and publishing of social media content using AI-assisted tools.
- Utilizes AI image/video generation to enhance production efficiency.

Jason Electronics Phils. Co., Inc. | Oct 2024 – Apr 2025

Admin Manager

- Managed internal communications and served as liaison with government agencies and international clients.
- Oversaw company documentation, records, and operational reports (A/R, sales, stocks, service billing).
- Supported HR, logistics, and operations, ensuring smooth workflows across departments.

Global Resources for Assessment Curriculum and Evaluation, Inc. | Feb 2020 – Apr 2024

Research & Development Coordinator | Oct 2022 – Apr 2024

- Designed research methodologies and supervised test development projects.
- Ensured security and confidentiality of assessment materials.
- Prepared scientific papers and presented research outputs in local and international conferences.
- Oversaw publishing processes and coordinated R&D team deliverables.

Senior Psychometrician | Aug 2022 – Sept 2022

- Maintained test validity and reliability of assessment products.
- Ensured security of assessment tools and supervised report accuracy.
- Provided research interpretations and detailed assessment insights.

Assessment Support Specialist | Feb 2021 – Jul 2022

- Provided technical support across multiple teams (R&D, Reports, Testing & Operations).
- Administered computer-based tests and generated student credentials.
- Produced audio-visual creatives, training materials, and conducted market research.
- Delivered product demos to school administrators and assisted in module development.

Training Assistant | Feb 2020 – Jan 2021

- Assisted in creating training modules and compiling evaluation reports.
- Coordinated speakers, events, CPD processes, and webinar facilitation.
- Managed program flow and marketing materials for training events.

On-call Assistant Psychometrician | Feb–Apr & Jul–Aug 2018

- Supported senior psychometricians in report drafting and test development research.

International Health Aide Diagnostic Services, Inc. | Sep 2018 – Apr 2019

Clinical Psychometrician

- Administered psychological assessments and conducted mental health interviews.
- Assisted psychologists in report writing and psychotherapy session preparation.

BrainHQ Philippines | Aug 2019 – Nov 2019

Part-time Psychometrician

- Administered MoCA and mental status exams to senior adults.
- Prepared evaluation reports for neurologist review and supported brain-training sessions.

Auntie Anne's (Pretiolas Phils. Inc.) | Nov 2014 – Jun 2017

Executive/Administrative Assistant

- Supported the COO in daily administrative tasks, meeting coordination, and document control.
- Maintained inventory records, processed payroll-related requests, and prepared company reports.
- Managed communications, asset monitoring, and executive schedules.

EDUCATION

Master of Arts in Clinical Psychology (Ongoing)

Philippine Women's University | 2021 – Present

Bachelor of Science in Psychology

Universidad de Manila | 2010 – 2014

CERTIFICATIONS

- Registered Psychometrician (2017)
- Career Service Professional Eligibility (2014)

CONFERENCES & TRAININGS

(List preserved; can convert to concise bullet list upon request.)

RESEARCH & PAPER PRESENTATIONS

- *Towards the Development of a Tool to Measure Socio-Emotional Competencies* – PAPCON 2023
- *Predictors of Students' Achievement Scores During Pandemic and Post-Pandemic* – ICEME 2023

REFERENCES

Ramon Segismundo, DBA

Chief Executive Officer | One HRX

Maria Angeles G. Lapena, RPsy, RPm

Directress | GRACE, Inc