**CAREER OBJECTIVE:**

To seek employment in a position that I will be suited for, and to be part of an organization where I could apply my efforts, skills, and hardworking ability for the improvement of the company.

**EDUCATIONAL BACKGROUND**

**Tertiary**

* Centro Escolar University – Mendiola, Manila 2011 – 2015

AB Mass Communication major in Journalism

* Angeles University Foundation – Angeles City, Philippines 2010 – 2011

Bachelor of Arts Major in Communication

**Secondary**

* Our Lady of Mount Carmel School - Philippines 2009 – 2010

**Primary**

* Jacobo Zobel Elementary School - Philippines 2005 – 2006
* Pedro Palacio Elementary School - Philippines 1999 – 2005

**SPECIAL SKILLS**

* Outstanding Public Relation Skills
* Proficient in Personal Computer Use
* Industrious and hard working
* Ability to handle multiple tasks
* Quick learner and good problem solver and analytical thinker
* Dependable, trustworthy, hardworking and goal oriented

**WORK EXPERIENCE**

**On-the Job Training**

**International Broadcasting Corporation (IBC13)**

Philippines

November 12, 2014 to Feb 22 2015

**Duties and Responsibilities**

* Doing the Intro Spiel
* Doing the Operation Log
* Handle the minor News
* Encodes the monthly log into the database

**Receptionist (Summer Job)**

**Pecious Cydel's Roll up**

Philippines

April to June 2013

**Duties and Responsibilities**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following procedures; monitoring logbook; issuing visitor badges.
* Maintains safe and clean reception area by complying with procedures, rules, and regulations.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.

**Office Secretary (Summer Job)**

**Office of the Councilor**

Municipality of Pampanga

Philippines

April to June 2010

**Duties and Responsibilities**

* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
* Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
* Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.
* Prepares reports by collecting information.
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Keeps equipment operational by following manufacturer instructions and established procedures.
* Secures information by completing database backups.
* Provides historical reference by utilizing filing and retrieval systems.
* Contributes to team effort by accomplishing related results as needed.

**Awards in School**

Best Radio AD

Best TV Commercial

Best AD Campaign

Best Print AD Best Video Blog

1st runner up on Online Blog

1st runner up in best thesis



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