**Honey Shane Ang Toe**

**Professional Summary:**

Detail-orientated Production and Logistics Support Staff specialising in multi-tasking office and field works such as budget liquidations, event or activity coordination, bookings, and data encoding. Being in the media industry, part of my job is to efficiently write scripts and edit audio and video materials. Experienced with work in the private and public sector.

**Core Qualifications:**

* **Proficient in using MS Word, MS Excel, and MS Powerpoint.**
* **Basic Knowledge in using editing softwares such as Adobe Premiere CS 6 and Final Cut.**
* **Excellent verbal and written communication skills.**
* **Can handle multi-tasking jobs proficiently.**
* **Can carry out instructions accurately and with least supervision.**
* **Ability to work well with others.**

**Experiences:**

* **Production and Logistics Support (PALS)**

GMA Network Inc. (Davao Station, Philippines)
 May 2012 – July 2016

* Provides secretarial support to the program manager.
* Keeps track on deadline or follow up on documents.
* Handles disbursement and liquidation of the production revolving fund.
* Assists researcher, Associate Producer, and Producer in tasks assigned to them.
* Requests office supplies, video tapes and sees to it that they are sufficient for daily use.
* Prepares travel orders and books tickets needed by crew.
* Helps prepare liquidation reports.
* Keeps record of documents of other staff.
* **Associate Producer**

GMA Network Inc. (Davao Station, Philippines)
 April 2012 – July 2016

* Writes scripts and sends it to Manila Base for airing.
* Checks and verifies information written in the scripts.
* Coordinates to point persons or sources during live reports.
* **Segment Producer**

GMA Network Inc. (Davao Station, Philippines)
 January 2013 – July 2014

* Interviews sources and writes scripts.
* Produces news items for a segment with in a news program.
* Coordinates with sources and arrange schedules for interviews and shoots.

**Academic Background:**

* **Holy Cross of Davao College**

**Bachelor of Arts Major in Mass Communication**

**June 2007 – Mar 2011**

**Personal Information:**

**Age: 25 years old**

**Birthday: December 23, 1990**

**Height: 5 feet 2 inches**

**Weight: 51 kilos**

**Religion: Roman Catholic**

**Language spoken: Filipino, English**

**Nationality: Filipino**

**Job Seeker First Name / CV No: 1838556**

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