###### KARINA KARINA.357680@2freemail.com

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### **OBJECTIVES**

To exercise my accumulative experience and abilities to the fullest extent; to be able to share my acquired knowledge and skills that would be useful and beneficial to me as well as my employer.

#### ATTRIBUTES AND SKILLS

* Positive, motivated, and confident personality blended with strong work ethics
* Provides good customer service as well as effective public relations with dealers & suppliers
* Develops and maintains positive working relationships with others, supports team to reach common goals
* Able to perform administrative tasks such as filing, data-entry, inventory, records management
* Well-developed research skills
* Able to perform financial transactions
* Able to work flexibly as part of a large or small team, as well as independently
* Able to work quickly, effectively, and accurately without supervision
* Able to cope with and meet the physical demands of the job with proficiency
* Able to work well under pressure and time constraints
* Able to relate to and communicate with people from different Cultures
* Effective communication skills – oral, written, and listening
* Well developed and confident computer skills (Proficient in MS Office applications: MS Word, MS Excel, MS PowerPoint, MS Publisher, knowledge in video-editing software such as Adobe Premiere Pro and Sony Vegas Pro, PC Troubleshooting, experience with Databases)
* Artistic and creative skills (lay-out and design of poster, streamers, photo exhibits, publications, advertisements, movies, presentations, etc.)
* Technical knowledge of graphic design software such as Adobe Photoshop
* Internet savvy
* Adept in Information Technology
* Fluent in English and Filipino; can understand a little Arabic

**WORK EXPERIENCES**

**Al Rabia Studio**

Al Mamourah, Ras Al Khaima, United Arab Emirates

***PHOTOGRAPHER/ASSISTANT MANAGER***

11 January 2015 – 28 February 2017

* Photographer/videographer in various events such as weddings, school programs, exhibits,etc.
* Assisted the Manager in the daily operations of the Studio
* Close coordination with the production team and the progress of projects to ensure that all are done accordingly on time
* Ensured that all equipment are well-prepared prior to event
* Prepared schedule of events with all the necessary equipment and cameramen
* On-line content manager (Facebook, Google plus, Google map, YouTube)
* Performed cash transactions such as petty cash disbursements and cash receipts from customers
* Prepared financial statements and financial reports of the Studio’s income and expenses
* Handled incoming and outgoing mails and calls
* Prepared letters, memos, quotations, and other documents using word processing and spreadsheet
* Kept an inventory of photos and videos produced by the Studio
* Compiled, copied, sorted, and prepared file records of office activities, business transactions, and other activities
* Entered bookings in spreadsheet
* Ensured both the ladies and gents counters are clean and orderly
* Assisted in the production of DVDs
* Welcomes all clients and addresses clients’ service needs

**Commission on Population (POPCOM)**

Welfareville Compound, Mandaluyong City, Philippines

***INFORMATION OFFICER II***

March 24, 2010 to September 05, 2014

* Developed audio-visual productions (AVPs) such as video documentaries, slideshows, and PowerPoint presentations.
* Collaborated closely with the AVP team during the pre-production, production, and post-production stages
* Performed as assistant director and photographer during production; video editor during post production
* Developed Information/Education/Communication (IEC) and advocacy materials such as photo exhibits, flyers, brochures, annual reports, pamphlets, posters, and factsheets.
* Prepared lay-out and graphic design of newspaper advertisements, streamers, banners, and programs
* Maintained and updated the POPCOM website
* Performed troubleshooting of PC hardware and software problems
* Coordinated the conduct of trainings/workshops on IEC/advocacy materials development
* Monitored the population-related activities of Regional POPCOM Offices
* Prepared reports, project proposals, purchase requests, vouchers, and other documents required
* Involved in the procurement of published materials, supplies, and equipment
* Provided quality information service to local walk-in clients and remote users of the information center
* Provided technical assistance to regional offices, partner agencies, etc.

Commission on Population (POPCOM)

Welfareville Compound, Mandaluyong City, Philippines

***LIBRARIAN***

April 22, 2002 to March 23, 2010

* Managed the Philippine Population Information Center (PPIC)
* Coordinated and monitored activities of Regional Population Information Centers (RPICs)
* Coordinated and acted as resource person on library management orientations
* Provided quality information service to local walk-in clients and remote users of the information center
* Utilized library and information management knowledge and skills, including cataloging, reference, research, and inter-loans
* Maintained orderliness and upkeep of the information center
* Maintained and updated the PPIC’s database
* Conducted research and downloaded data and information regarding population and related issues from the Internet
* Prepared lay-out and design of photo exhibits, advertisements, publications, fact sheets, programs, certificates, streamers and banners
* Undertook other duties in support of the agency’s activities

Encleare Foundation, Inc.

***FREELANCE WRITER***

February to May 2007

* Co-authored a 259-page volume of the book collection Basic Education Advancement Program (BEAP), which is a series of reference materials that provides principles of basic learning and teaching, particularly in Practical Life: Guide Post 2.

Johns Hopkins University - Population Communication Services (JHU-PCS)

Emerald Avenue, Ortigas Center, Pasig City, Philippines

***LIBRARY CONSULTANT & RESEARCHER***

September 2001 to March 2002

* Organized the JHU collection, both print and non-print materials (cataloging, indexing, labeling, filing, sorting, maintenance)
* Developed a database for the entire collection using MS Access
* Maintained and updated the JHU-PCS database
* Arranged the physical set-up of the JHU-PCS Information Resource Center
* Conducted a research on family planning enter-educate materials worldwide
* Developed a database on the researched and compiled enter-educate materials using MS Excel

University of the Philippines College of Arts and Letters

Diliman, Quezon City

***REGISTRATION ASSISTANT***

October 1999 to April 2001

* Managed and updated student school records/files
* Provided assistance during the enrolment
* Prepared roster of students in various subjects

#### EDUCATION

1997 – 2001 ***BACHELOR OF LIBRARY AND INFORMATION SCIENCE***

 University of the Philippines, Diliman, Quezon City, Philippines

1995 – 1997 ***ASSOCIATE DEGREE IN COMPUTER SCIENCE***

 Angeles University Foundation, Angeles City, Philippines

#### AWARDS AND SCHOLARSHIPS, CITATIONS

November 2001 ***Licensed Librarian registered under the Philippine Professional Regulatory Commission***

April 2001 ***Civil Service Eligible***

April 2001 ***Cum Laude****,* Bachelor of Library and Information Science

1999 - 2001 ***College Scholar****,* Bachelor of Library and Information Science

# **REFERENCES**

Available upon request.