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| **Pamela**  |   |

**email:** **pamela.387420@2freemail.com**

**Objectives**

 To obtain a career from a reputable company where I can develop my knowledge and skills and uplift me as an individual that will contribute constructively to the organization’s growth and success.

**Education**

**Tertiary** Bachelor of Industrial Technology

Major: Electronics and Communication Technology

 (Bulacan State University, Malolos City, PH) Graduated 2015

**Secondary** (University of Regina Carmeli, Malolos City, PH) **Graduated 2011**

**Professional Affiliation and Experience**

***HUMAN RESOURCE COORDINATOR (MARCH 21, 2018- OCTOBER 31,2018)***

***Protemps INC. -*** *3rd floor, 135 Filipino Bldg. Dela Rosa St. Cor. Legazpi St,. Village, Makati Ciity*

*- Identifies hiring need, develops the position description, Recruitment Plan, organizational chart and other recruitment related documents*

*- Monitors staff recruitment activity and ensures affirmative action/diversity guidelines are followed for searches within the organization.*

***INGEST AND QC MONITORING (SEPTEMBER 15, 2015-DEMBER 31, 2017)***

***Big Dipper Digital Content & Designs, Inc. (ABS-CBN SUBSIDIARY) –*** Eugenio Lopez Jr. Communications Center Building Mother Ignacia Street, Diliman Quezon City, PH)

*- In-charge of ingestion, digital conversion, basic quality monitoring of videos, and ensures that discrepancies of videos in the Media Asset Management Systems (MAMS) are reported.*

*- Encodes basic program metadata in the Asset Management Form of the MAMS*

*- Quality check and classifying LTO cartridges through veritape*

On the Job Trainee

*Technical Operations Center personnel* (December 2014 – March 2015)

ABS-CBN Corporation (Sgt. Esguerra Ave. Corner Mother Ignacia Street, Diliman Quezon City, PH)

* Encode(Daily operations log, Asset codes, and Program line-up)
* To ensure smooth on-air operation sign-on and sign-off
* Monitoring inbound and outbound signals
* Trained in regards with VTR operations

*Technical Studio Assistant* (December 2012 – March 2013)

ABS-CBN Corporation (Sgt. Esguerra Ave. Corner Mother Ignacia Street, Diliman Quezon City, PH)

* Stripping and Crimping Coaxial cables
* Connecting and routing circuits

**Personal Data**

Birth date: February 19, 1995

Age: 23 y/o

Height: 5’2”

Weight: 51kgs

Religion: Roman Catholic

Nationality: Filipino

**Skills:**

Extensive knowledge in MS Office applications and VTR operations.

Basic knowledge in video editing

Basic knowledge of audio video measurement standard

Basic troubleshooting

Knowledgeable in airing of TV programs Live feed or taped through manual or automated switching

Effective English communication skills, verbal and written.

**Seminar**

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| SEMINAR  | DATES/VENUE | SPONSORING AGENCIES |
| Pre-EmploymentWork Attitudes and Values Enrichment | September 28, 2012 at Alvarado Hall, Bulacan State University Malolos, Bulacan PHJuly 28, 2018 at Royale Cold Storage Inc.-Marilao, Audio Visual Room, Miguel Villarica Rd, Sta. Rosa I, Marilao, Bulacan | College of Industrial Technology-Bulacan State UniversityRoyale Cold Storage Inc.-Marilao, |