JUDY ANN D. SANTIAGO

📞 +63 9158846202

✉ santiagojudyanndelacruz@gmail.com

📍 Philippines

SKILLS

- Programming
  - Python
- *Computer Literate*
  - *Typing*
  - *Data Entry*
- *Adobe Creative Suite*
  - *Adobe Photoshop*
  - *Adobe Premiere Pro*
  - *Adobe Lightroom*
- *Design Editing Platfrom*
  - *Canva*
  - *Clipchamp*

INTEREST

- *Cooking*
- *Cycling*
- *Crafting*

EXPERIENCE

FREELANCE ASSISTANT VIDEO EDITOR

- preparing editing software
- reviewing the raw footage
- ensures content accuracy
- edit portions of the project

EDUCATION

PROJECT MANAGEMENT   May, 2022 - July, 2022

- Project management and project
- Project management roles
- Core skills of a project manager
- Life cycle of a project
- Program management methodologies and approaches
- Organizational structure and culture
- Change management and the role of the project manager in the process
- Significance of the project initiation phase of the project life cycle
- Key components of the project initiation phase
- Project's benefits and costs
- Measurable project goals and deliverables
- Project scope
  - in-scope
  - out-of-scope
- Manage scope creep
- Project's success criteria
- Stakeholder analysis
- RACI charts
- Project charters
- Project management tools
- Components of the project planning phase and their significance
- Project milestones
- Accurate time estimates
- Tools and best practices to build a project plan and risk management plan
- Estimate, track, and maintain a budget.
- Procurement process and procurement documentation
- Communication plan

- Tracking of the project
- Communicate changes, dependencies, and risks
- Quality management
  - quality standards
  - quality planning
  - quality assurance
  - quality control
- Retrospective
- Prioritize and analyze data
- Tools for effective project team communication
- Project closing process for stakeholders, the project team, and project managers
- Agile project management
- Scrum
- Roles in a Scrum team
- Product Backlog
- Agile's value-driven delivery strategies
- Coach an Agile team and help them overcome challenges.

K-12 CURRICULUM

SENIOR HIGH SCHOOL
2019 - 2021

TAGAYTAY CITY SCIENCE NATIONAL HIGH SCHOOL - INTEGRATED SENIOR HIGH SCHOOL/ TINAJEROS NATIONAL HIGH SCHOOL

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) | *GRADUATED WITH HONORS*

- STEM requires the ability to look at and propose solutions to a problem through multiple approaches, including ones that are highly creative or "out-of-the-box." In STEM, mistakes and failed attempts are positive experiences, offering opportunities for deeper learning.

- STEM requires hands-on, active participation to effectively solve problems. In this strand, students are the drivers of solutions and should be asking the questions, proposing the ideas, generating and testing solutions, and making decisions based on data to understand how to refine ideas further.

- Under the strand, students can become a pilots, architects, astrophysicists, biologists, chemists, engineers, dentists, nutritionists, nurses, doctors, and more.

JUNIOR HIGH SCHOOL
2015 - 2019

TINAJEROS NATIONAL HIGH SCHOOL | *GRADUATED WITH HONORS*

GRADE SCHOOL
2009-2015

ACACIA ELEMENTARY SCHOOL | *GRADUATED TOP 2 IN CLASS*

CERTIFICATES ACQUIRED

GOOGLE DOCS ULTIMATE COURSE 2021 *(Udemy)*
2021

- Setup Gmail Account
- Main Menu
- Interface

ADOBE PHOTOSHOP CC- BASIC PHOTOSHOP TRAINING *(Udemy)*
2021

- Properly work with different layers
- Import and modify one or many pictures at the same time
- Add or delete elements from a picture
- Most important tools and shortcuts that are used in Photoshop
- Change the coloration of a picture or a part of a picture
- Different tricks to be able to retouch any picture
- Transform a low quality picture into a high quality picture

ADOBE LIGHTROOM FOR BEGINNERS: 2021
COMPLETE PHOTO/IMAGE EDITING *(Udemy)*

- Import photos
- Collections
- Working with White Balance
- Working with White Balance
- Digging with color corrections
- Mastering Lens correction
- Working with Spot Healer
- Working with Graduated Filter
- Working with Radial Filter
- Working with Adjustment Filter
- Exporting images
- Working with presets

ADOBE CREATIVE CLOUD 2022 ULTIMATE   2022
COURSE *(Udemy)*

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe XD
- Adobe Animate
- Adobe Dreamweaver
- Adobe Premiere Pro
- Adobe Audition

ENGLISH GRAMMAR TENSES & STRUCTURES   2022
(Udemy)

- Subject, verb, and how to agree between them.
- Build complete and perfect sentences in the English language.
- Different kind of tenses in the English grammar language.
- Write English sentences in both active and passive voice.

CO-CURRICULAR ACTIVITIES

Social development Related Co-curricular Activities
- Scouting

Physical Related Co-curricular Activities
- Outdoor and indoor games
- Mass drill
- Mass physical exercise

Cultural Development Related Co-curricular Activities
- Folk dance
- Folk songs

Arts and Craft Related Co-curricular Activities
- Cooking
- Clay modelling
- Collage making
- Basket making
- Knitting