

Given Name M.I. Surname

09xx-xxx-xxxx | xxx-xxxx | xxxxx@xxxxx.com

CAREER OBJECTIVE

Interested to pursue a long-term career in the **media, advertising, human resources**, and other related openings.

EDUCATION

Ateneo de Manila University
BFA Creative Writing (March 2012)
Dean's Lister (3 Semesters); Financial Aid Scholar
Class Valedictorian, FEU-FERN College

WORK-RELATED EXPERIENCE

Summit Media (Female Network Department)
Intern, Contributing Writer (April-May 2011)

- As an **Intern**, assisted the Features Editor in researching, encoding, editing and uploading feature articles in the website; coordinated with staff writers regarding a new section that they would include in the website; compiled and organized research materials for the new section
- As a **Contributing Writer**, wrote articles in the website

Ateneo Placement Office (APO)
Placement Representative (2010-Present)

- As a **Representative**, volunteered to edit resumes and CVs for the resume directory; assisted company representatives in the Job Fair Gala and the Job Fair proper; helped in the Seniors' Send Off Party; volunteered in several of the Ateneo Placement Exposure Series (APEX)
- As Writer, contributed an article to the official APO magazine (New Directions) about office politics

Office of Admission and Aid (OAA)
Infodesk Volunteer (2011-Present)

- Worked as one of the 'receptionists' of the university; catered to many of the visitors and their questions

CO-CURRICULAR ACTIVITIES

Sanggunian ng mga Mag-aaral ng Ateneo de Manila
Program Leader (2010-Present)

- As both **Program Leader** and **Course Representative**, coordinated focused group discussions (FGDs) and survey consultations with all the course representatives of the Creative Writing (CW) program in order to lobby for improvements, help in the revision of the curriculum, relay concerns to the course department and implement changes in the program

Ateneo Registration Committee (RegCom)
Web Subcommittee Head (2010-Present)

- Led the web subcommittee members and managed the official website of the Registration Committee

SEMINARS ATTENDED

Fellow, Ateneo Heights Writers Workshop (August 2011)
Participant, National Commission for Culture and the Arts Writing Seminar

SKILLS & INTERESTS

I am proficient in spoken and written English and Filipino languages. I also have elementary knowledge of the Japanese and German language. My skill to lead is born out of my ability to follow. I know what it is to follow which gives me a very clear idea of leading and dealing with other people. I am a strong team player, but I can also work independently. Being a writer honed me to be critical and creative at the same time. Viewing things from different perspectives help me contribute innovative and out-of-the-box ideas.

