

Hannah-Gazelle Gabrielle M. Ponce

11327 137 Ave NW, Edmonton, AB
3683801746 | hnnhpnce@gmail.com | hannahga@ualberta.ca

EDUCATION

University of Alberta (Master of Arts in Digital Humanities, specializing in Gender and Social Justice)

Edmonton, Canada | Beginning September 2, 2025

University of the Philippines (Bachelor of Arts in Philippine Studies, Major in Psychology and Creative Writing in Filipino)

Diliman, Quezon City, Philippines | September 2021 - July 2025

Cumulative GWA: 1.30 *Magna Cum Laude* and Consistent College Scholar/Dean's Lister

University of Santo Tomas (Bachelor of Arts in Sociology)

Manila, Philippines | 2020 - 2021

Cumulative GWA (45 units): 1.183, Consistent Dean's Lister

St. Mary's College Inc. (Humanities and Social Sciences)

Quezon City, Philippines | 2018 - 2020

Senior High School Graduate, Consistent Top Achiever

PROFESSIONAL DEVELOPMENT

Research Assistant

February - August 2022 (Remote, Philippines)

- In an international study "Gender-ing English Language Teaching (ELT): International perspectives, practices, policies" and in two other projects: "Family Literacy and Intergenerational Learning," and "English for Mission and Academic Purposes Language Training"
- Research contributor in the published book *Gender-ing English language classes across the globe: Practical lessons for teachers* by Vander Viana and Aisling O'Boyle
- Involved liaising online events, designing publicity materials, handling of the Learning Management System (LMS) platform (Google Classroom) for courses offered, document and email management, transcription of interviews, and coordinating with collaborators
- Technical team for online international conference GALACST: Gender, Adult Literacy and Active Citizenship for Social Transformation
- Hosted certificate courses and language training programs

Transcriber

March 2022 (Remote, Philippines)

Encoded audio/video-to-text interviews and online events for NCS: 2021 Pastoral Action Research and Intervention Project of National Catechetical Study

Office Staff

October 2022 - January 2023 (Arczone Professional Development Inc., Quezon City, Philippines)

- Created publication materials
- Treated Continuing Professional Development (CPD) unit applications earned from training and learning seminars for the renewal of Professional Regulation Commission (PRC) licenses through file sorting, verifying, and inputting data on the CPD Accreditation System (CPDAS)
- Worked with spreadsheets and other softwares for administrative tasks, including LMS, email, and social media management
- Hosted webinars, such as the Instructional Leadership in the New Normal, with school heads and head teachers as participants from the Department of Education (DepEd) Division of Puerto Princesa City, Palawan

Customer Service Representative

October - November 2022 (24-7 Intouch, Cubao, Philippines)

Utilized softwares for customer assistance, tracking information, processing requests, and receiving calls

Resource Speaker

March 2022 (St. Mary's College Inc., Quezon City, Philippines)

11th SMCIQC Senior High School Media Forum with the theme "The Chatbox: A Media Forum on the Impact of Social Media on Business Promotion" via Microsoft Teams and live broadcast on St. Mary's College Inc. Quezon City's official page

Video Editor

October 2021 - February 2022 (Remote, Philippines)

- Produced a video project submitted to United Kingdom as part of the presentation of the United Nations Educational, Scientific and Cultural Organization (UNESCO) Chair Team
- Generated an interview and reflections audio-visual material for a certificate program in the Teaching of Controversial Public Issues and Digital Literacy for Democratic Citizenship
- Prepared a video display for a Global Research Translation Award (GRTA) project on Family Literacy, viewed by a global audience in partnership with UNESCO
- Created a website launch video that served as a preview and tutorial on how to navigate it

Assistant Copyreader

February 2020 (Phoenix Publishing House, Inc., Quezon City, Philippines)

- In the Editorial Production Department - Special Subjects Team
- Encoded and copyedited content from textbooks as a trainee

ORGANIZATIONS

UP Kalasag, Official Publication of University of the Philippines Diliman - College of Arts and Letters

Feature Editor (2023-2025)

Staffer in News, Feature, and Multimedia Sections (2021-2023)

Kalazine, Zine Publication of UP Kalasag
Literary Contributor (2022)

UP Rise for Education (CAL)
Creatives and Publicity Member (2022)

The Flame | Dapitan 2021: Captured, Annual Publication of University of Santo Tomas -
Faculty of Arts and Letters
Art and Photo Contributor (2021)

Writers' Guild, Official Writers' Organization of St. Mary's College Inc.
News and Feature Editor (2018-2019)
Associate Editor (2017- 2018)

ACADEMIC ACHIEVEMENTS

University of the Philippines Diliman

- President's Lister (1st Semester, 2021-2022 and 2nd Semester, 2023-2024)
- Dean's Lister (2nd Semester, 2021-2022 to 1st Semester, 2023-2024)
- Offered a scholarship in UPD Lipad-Aral International Student Exchange Program (ISEP) as an exchange student in the University of Fukui, Japan (2nd Semester, 2023-2024)

University of the Philippines Los Baños

Qualified for BA in Communication Arts, 2021

University of Santo Tomas

Dean's Lister (1st and 2nd Semester, 2020-2021)

St. Mary's College Inc.

- Best in Portfolio Exhibit, 2019-2020
- Best in Quantitative Research entitled Vote Wisely: SHS Students' Preferences in Choosing a Mayor and presented in Ascendens Asia Journal of Multidisciplinary Research Abstracts, 2019-2020
- Special Skills Awardee in Writing, 2017-2020
- Club Achievement Awardee in Writers' Guild, 2015-2020
- Certificate of High Honors, 2015-2016
- Gold and Silver Medal Awardee for Subject Excellences (Information and Communications Technology / Applied Communication Arts / HumSS Core Subjects / Creative Writing /
- Specialized Social Sciences / Political Science / Science Core Subjects / English / Music, Arts, Physical Education and Health / Technology and Livelihood Education, 2012-2020)

ACADEMIC REFERENCES

Prof. Shinichiro Matsuguma, Ph.D.

Professorial Lecturer

smatsuguma@up.edu.ph

Department of Psychology, University of the Philippines Diliman

Assoc. Prof. Vladimeir B. Gonzales, Ph.D.

Director of Likhaan: UP Institute of Creative Writing and Associate Professor

vbgonzales@up.edu.ph

Departamento ng Filipino at Panitikan ng Pilipinas, University of the Philippines Diliman

Prof. Belinda De Castro, Ph.D.

Director of the Research Center for Social Sciences and Education (RCSSEd)

bvdecastro@ust.edu.ph

College of Commerce and Business Administration, University of Santo Tomas Manila