**Sample Resume**

**Sarah Smith**

Vancouver, Canada

Cell: *+1-XXX-XXX-XXX*

E-mail: *sarahahhhhh@gmail.com*

|  |
| --- |
| OBJECTIVES |

To work in a demanding environment where all my skills and efforts to explore and familiar myself in varied fields, and comprehend my potential and add to the growth of organization with inspiring performance.

|  |
| --- |
| **EDUCATIONAL BACKGROUND**  |

Tertiary: B*achelor of Arts in Broadcast Communication*

Polytechnic University of the Philippines 2013-present

Sta. Mesa, Manila

* **Secondary**: Quzon City High School 2009-2013
* Brgy.Kamuning, Quezon City
* **Primary**: Batasan Hills Elementary School 2003-2009
* Brgy. Batasan Hills, Quezon City

|  |
| --- |
| SKILLS |

* Oriented in Microsoft Office applications such as:
* - Microsoft Office Word
* - Microsoft PowerPoint
* -Microsoft Excel
* Oriented in Adobe software
* Adobe Photoshop CC 2016
* Adobe Bridge
* Writing skill
* Good communication skill.
* Proficient in English and Filipino languages.
* Proficient in Internet applications.
* Time management.

|  |
| --- |
| * **SEMINARS ATTENDED**
 |

* **2nd Young Communicators' Congress and Mabini Media Awards**
* BulwagangBalagtas, N.A.L.L.R.C. Building PUP Sta. Mesa, Manila
* **Dr. Daniel Razon**
* *Keynote Speaker*
* February 13, 2014
* **Level Explode**
* *"Rapid Congregation of Instant Information in Today's Bigger World of Media"*
* PUP Theatre, College of Communication Compound, Sta. Mesa Manila
* **Atom Araullo**
* **Mr. PequeGallaga**
* **Mr. Lorenzo Reyes**
* *Resource Speakers*
* March 4, 2014
* **4th Young Communicators' Congress and Mabini Media Awards**
* BulwagangBalagtas, N.A.L.L.R.C. Building PUP Sta. Mesa, Manila
* **Ms. Karen Davila**
* *Resource Speaker*
* December 2, 2016
* **1st Youth Print Media Congress**
* Manila Bulletin Convention Hall, Intramuros, Manila
* **Sen. Sonny Angara**
* **Mr. Bong Osorio**
* **Ms. Gang Badoy**
* *Resource Speakers*

December 10, 2016

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

 **Sarah Smith**

*Applicant*