

Sample Resume

Sarah Smith

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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:	<i>Bachelor of Arts in Broadcast Communication</i> Polytechnic University of the Philippines Sta. Mesa, Manila	2013-present
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➤	Secondary: Quzon City High School	2009-2013
➤	Brgy. Kamuning, Quezon City	
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➤	Primary: Batasan Hills Elementary School	2003-2009
➤	Brgy. Batasan Hills, Quezon City	
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SKILLS

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- 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.

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SEMINARS ATTENDED

- **2nd Young Communicators' Congress and Mabini Media Awards**
- Bulwagang Balagtas, 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. Peque Gallaga**
- **Mr. Lorenzo Reyes**
 - *Resource Speakers*
 - March 4, 2014
- **4th Young Communicators' Congress and Mabini Media Awards**
 - Bulwagang Balagtas, 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

