

SARTORIO, ANNGENIELL KAYE

Bachelor of Arts Major in Mass Communication
Far Eastern University, 2011
Address: Lot 36 Don Emiliano F. Bautista Street
Town House, Marulas Valenzuela City
Contact Number: 0935 8776351
E-mail Address: anngeniellsartorio@yahoo.com
Portfolio: <http://anngeniell.jobs180.com/>



WORK EXPERIENCE**Senior Marketing Officer – Jobs180.com Inc. January 2013 to July**

- Coordinating the School Partnership and Events management
- Scheduling the events of the marketing, including the manpower and logistics.
- Targeting the increase and continually planning the market strategy of Jobs180.com

Project Supervisor – 2/11 Promowoks Marketing Inc. June 2011 to June 2012

- Meticulously manages and oversees the execution of the projects.
- Ensures the timely submission of all requirements for billing (such as liquidations, etc.) & monitors status of receivables.
- Works with the Account Supervisors to develop new clients and generate creative proposals.

Segment Producer in Radyo Veritas- FEU Campus Hour (November 2010)

- Responsible for formatting segments of the show in an accurate manner.
- The organize music choices, guests, callers for talk radio or competitions, timings, and overall show content.

On-the-job training: GMA Worldwide (200 hours April- May 2010)

PROFICIENCY**Communication:**

1. Good oral and written communication skills.
2. Strong organizational and interpersonal abilities.
3. Proficient in English and Filipino language.

Technical:

1. Computer Literate (Microsoft Office, Word, PowerPoint, Excel)
2. Basic Photography
3. Basic Editing (Movie Maker and Adobe CS3)

Leadership:

1. Capable of handling people with different background and personality.
2. Can interact well to Class A, B, and C of the society.
3. Goal oriented leader, understand each point of view of her team.

RELATED COURSEWORK

- Advertising, Public Relations, Marketing, Radio and Television Production

EDUCATIONAL BACKGROUND

Tertiary
2007-2011

Far Eastern University
Sampaloc, Manila
Bachelor of Arts Major in Mass Communication

Secondary
2003-2007

Manila Central University
EDSA, Caloocan City

Primary
1997-2003

Marulas Central School
Pio Valenzuela Street, Marulas valenzuela City,

PERSONAL INFORMATION

Age: 22
Birthday: May 08, 1991
Gender: Female
Height: 5'0"
Weight: 45kg
Religion: Catholic
Citizenship: Filipino

ACHIEVEMENTS

- Partial / Full Academic Scholar
- Member of the 7th and 8th Placer in Tam-ARAW Sikat Awards in FEU (Print Ad Category)
- Best Researcher Nominee, I-Report 2010 Competition, "Sagwan" (An Investigative Report) March 2010
- Resource Speaker National Job Placement Month, STI College Novaliches – September 2013
- Resource Speaker during Pre-Employment Seminar, STI College Recto – December 2013

CHARACTER REFERENCES

- Melinda Cruz
Business Development Manager
Jobs180.com
0922 8880583
- Salip Nursidri F. Abirin
HRD – Administrative Supervisor
2/11 Promoworks Marketing Inc.
0922 8420540
- Anabel Salazar
Medical Secretary
Capitol Medical Center
0920 4795698