

Beatriz Faye Tupas

Iloilo, Philippines

+639778295390

beatriztupas@gmail.com



CAREER OBJECTIVE:

A fresh university graduate with extensive academic and public service background, now looking to join a reputable company which can utilize my skills and enhance my experience as well as provide a long-term career progression.

SUMMARY QUALIFICATION:

1. Responsible with Good Communication skills
2. Hardworking and highly dedicated to work
3. Honest with Good working habits
4. Have the Passion for work
5. Can work with minimal supervision
6. Good research skills
7. Ability to produce best result in pressure situation.

ACADEMIC BACKGROUND:

Bachelor of Arts in Broadcasting
West Visayas State University
2012 – 2016

High School
St. Candida School-Hijas de Jesus Inc.
2008-2012

PROFESSIONAL EXPERIENCE

Local Youth Council President (Sangguniang Kabataan Municipal Federation President)
Municipality of Carles, Iloilo
December 2010 - November 2013

While attending university, I led my hometown's local youth council (Sangguniang Kabataan Municipal Federation President), spearheaded various youth-oriented programs, managing projects from conceptualization to implementation. I am a part of the Legislative body. During my term, I had 32 Youth Chairmen and 224 Youth Councilors reporting into me. I consult and coordinate with all youth organizations in the barangays in the municipality.

Government Intern – Office of Representative Niel Tupas Jr.
Iloilo, Philippines
March 2014 - June 2014

Responsibilities:

- Focal person in secondary scholarship program in the 5th District
- Assist in distribution of financial assistance to scholars
- Facilitate payroll, vouchers and liquidation reports

**Travel Agent – Princess Lee Travel and Tours
Iloilo, Philippines**

March 2015 – June 2015

Responsibilities:

- Cooperate with clients to determine their needs and advise them appropriate destination, modes of transportations, travel dates, costs and accommodations
- Book transportation, make reservations and collect payment/fees

Legislative Staff – Office of the Vice Mayor – Local Government Unit of Carles

April 2016 – September 2016

Responsibilities:

- Accomplish errands for the Vice Mayor
- Coordinate with Municipal Officials and Barangay Officials in carrying out various programs and projects
- Prepare communication letters and speeches of the Vice Mayor
- Prepare vouchers and other related documents
- File Memorandum, invitation letter, resolutions and ordinances
- Facilitate schedule of activities of the Vice Mayor

INTERNSHIPS

Local Radio Station Intern

Radio Mo Nationwide DYRI 774 Iloilo

July 2015 – October 2015

Job Description:

1. Helps in the Production
2. Answer phone calls of clients
3. Makes PSA (Public Service Announcement) and short commercials

Local TV Station Intern

Ang Dios Gugma TV Iloilo

November 2015 - February 2016

Job Description:

1. Helps in the Production
2. Answer phone calls of clients
3. Editing and Proofreading
4. Assist in field shoots as needed and available
5. Sets up studio and field production equipment.

PERSONAL DATA

Age : 21 years old

Date of Birth : April 23, 1995

Height : 5'2"

Civil Status : Single

Religion : Roman Catholic

Character references available upon request.