

CECILLE MANCHERA GULTIANO

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I am an experienced, creative, and diligent employee who has worked in various fields such as education, web content, TV production, and government.

EXPERIENCE

08/16/2021 – 05/31/2022

COMMUNICATION COLLEGE INSTRUCTOR, FATHER SATURNINO URIOS UNIVERSITY

- Taught college students online utilizing Cypher Learning's NEO lms, Google Meet, Zoom, Canva, among other software and website online learning tools.
- Taught Purposive Communication online to freshman university students.
- Taught courses under the bachelor of arts of communication degree: Introduction to Communication Media, Journalism Principles and Practices, Risk, Disaster, and Humanitarian Communication, Communication Management, Broadcasting Principles and Practices, Introduction to Film, and Advertising Principles and Practices,
- Prepared, invited experts/speakers (including one from the University of Pennsylvania Career Services), hosted, and was the webinar facilitator for four online seminars for communication students. The webinars were separately focused on four media fields: podcasting, local news reporting, FM radio broadcasting, and local marketing and advertising.

12/11/2017 – 03/30/2020

SCRIPTWRITER-RESEARCHER-PRODUCER-DIRECTOR, NORTHERN MINDANAO BROADCASTING SYSTEM, INC.

- Researched, written, directed, and produced multilingual (English, Cebuano, and Tagalog) three edutainment TV shows and one documentary series. First is *Timber City Streets*, a culture TV show which lasted for two seasons, and each season contains 12 episodes from 2018 to 2020. Second is the sports show ***Stoked Unlimited***, which lasted for one season. The third is the Eco-conscious ***The Green Project***, which lasted for one season. And finally, the documentary ***Siete Serye*** which we made from 2019 to 2020 and was halted because of the COVID-19 pandemic.
- Prepares monetary budget for shooting of TV shows/documentary.
- Writing scripts for government and corporate videos.
- Interview and research people and locations for the aforementioned TV shows and for government and corporate videos.

- Composed feature and news articles for the company Radio and TV Station websites.
- **Handle communication to several different private and government offices.**
- **Penned commercial advertising for TV and radio.**
- Trained interns and new employees

2/19/2014 – 6/13/2016, 03/31/2017 - 12/11/2017, 04/01/2020 - 08/16/2021

FREELANCE CONTENT WRITER, COPYWRITER, GHOSTWRITER, RESEARCHER, DOCUMENTATION WRITER, SCRIPTWRITER, AND TRANSLATOR, VARIOUS ONLINE AND OFFLINE CLIENTS

- Written and researched about various subjects such as entertainment, blue-collar job services, retail, lifestyle, pets, and etc.
- For Jim Lastinger's Herodaily, researched and ghostwritten news stories about Hollywood sci-fi, fantasy, super-hero movies and the like. Facebook page of Herodaily: <https://www.facebook.com/herodaily/>
- I provided translation (from Cebuano to English and Tagalog and vice versa) and documentation for an online focus group discussion about teenage pregnancy for Sabrina Gacad, a UP assistant professor.
- Writing and shooting on projects for the following clients: Biodiversity Informatics and Research Center and Taganito Mining Corporation with Northern Mindanao Broadcasting System Inc.
- Written educational scripts about emotions and feelings targeting Kindergarten to Grade 2 audiences for an online education company called Juan Technology Inc.

6/13/2016 – 03/31/2017

MEDIA AND INFORMATION LITERACY SENIOR HIGH SCHOOL TEACHER AND PART-TIME COLLEGE INSTRUCTOR, SAINT JOSEPH INSTITUTE OF TECHNOLOGY

- Taught five to six classes every weekday about media and information literacy
- Taught Mass Communication students two to three classes per week.

11/01/2014 – 12/31/2014

TECHNICAL ASSISTANT FOR THE GENDER AND DEVELOPMENT COORDINATING COMMITTEE, COMMISSION ON HUMAN RIGHTS, AND THE NATIONAL ECONOMIC DEVELOPMENT AUTHORITY

- A two-month program where I did administrative duties such as sending communication letters, reminding events, and following up documents by calling and sending messages to different government offices and departments.
- Assisted in the planning, implementation, evaluation and, reporting for the GADCC program with the NEDA secretariat officer and other administrative officers.
- Documenting happenings during the committee events by typing them on word and sending PDF documents to my supervisors.

2/22/2014 – 05/21/2014

ON-LINE ENGLISH TUTOR, RAREJOB, INC.

- Taught English as a second language to Japanese and South Korean clients of the company.

06/14/2013 – 02/19/2014

ON-CALL TV WRITER-PRODUCTION ASSISTANT, NAYS TV

- Written a couple of short scripts for a short-length edutainment show and assisted in productions.

10/01/2013 – 12/24/2013

NON-FOOD SECTION SUPERVISOR, PUREGOLD PRICE CLUB INC.

- Managed and supervised non-food merchandisers with their work schedules and overall work.
- Supervised in the displaying of non-food products on shelves and displays.
- Calling and meeting with product coordinators, and ordering stocks.

4/03/2011 – 9/25/2011

**VALUES AND CHILD DEVELOPMENT TEACHER AND OFFICE ASSISTANT,
COMPASSION INTERNATIONAL IN THE PHILIPPINES – PH-611 SUNBEAM
STUDENT CENTER**

- Taught high school and elementary students about values and child development at a child-centered Christian Development Center of Compassion International-Philippines.
- Assisted in handling paperwork, such as students' files.

CAREER AWARDS AND ACHIEVEMENTS

12/2019

MOST PRODUCTIVE (EMPLOYEE) OF THE YEAR (2019)

NORTHERN MINDANAO BROADCASTING SYSTEM, INC.

07/23/2019

**FIRST TV SHOW, TIMBER CITY STREETS, WAS A FINALIST UNDER THE CULTURE
AND ARTS CATEGORY.**

27TH KBP GOLDEN DOVE AWARDS

Link of news coverage of Timber City Streets nominated at the awards show:
<https://www.facebook.com/BeeTV7/videos/2209277776049428/>

Links to my best produced TV work

S2E4 Timber City Streets: Capitol Drive <https://www.youtube.com/watch?v=oSfiA564DmU>

S1E1 Stoked Unlimited: Dragon Boat <https://www.youtube.com/watch?v=miDC2WdB56g>

EXAMINATIONS PASSED

03/01/2021

EF STANDARD ENGLISH TEST (EF SET)

75/100 on the EF SET score scale and C2 Proficient according to the Common European Framework of Reference (CEFR)

12/01/2018

ANNOUNCER'S ACCREDITATION EXAMINATION, KAPISANAN NG MGA BRODKASTERS NG PILIPINAS STANDARDS AUTHORITY

PASSED

4/6/2014

CAREER SERVICE PROFESSIONAL, CIVIL SERVICE COMMISSION

RATING: 81.64

EDUCATION

2009-2013

AB COMMUNICATION ARTS, FATHER SATURNINO URIOS UNIVERSITY

- Graduated with a GPA of 1.71
- Full university scholar under *Compassion in the Philippines-International* (2009-2013) Leadership Development Program (Completed on April 25, 3013)
- Dean's lister
 - 2nd year, Second Semester 2010 – 2011
 - 4th year, Second Semester 2012 – 2013
- Academic Excellence Award from *Compassion in the Philippines-International* (2009-2013) Leadership Development Program (Awarded on April 25, 2013)

SHORT ONLINE COURSE CERTIFICATES

11/2020

INTRODUCTION TO SEARCH ENGINE OPTIMIZATION, UC DAVIS DIVISION OF CONTINUING AND PROFESSIONAL EDUCATION THROUGH COURSERA

11/2020

INCREASE SEO TRAFFIC WITH WORDPRESS, COURSERA

CERTIFICATIONS AND REGISTRATIONS

01/06/2022 - 12/31/2022

BONAFIDE AND ACTIVE REGISTRANT OF THE NATIONAL REGISTRY FOR AUDIOVISUAL WORKERS (NRAW), FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES NATIONAL REGISTRY

INTERNSHIPS, SEMINARS/WEBINARS, WORKSHOPS, AND TRAINING

05/27,29/2022 AND 06/3,5,10/2022

ACTING FOR BEGINNERS, PHILIPPINE EDUCATIONAL THEATER ASSOCIATION

FACILITATED BY ACTOR AND THEATER DIRECTOR DUDZ TERAÑA

12/13/2021

TEACH TALK: HOW TO TEACH AND MANAGE YOUR GEN Z CLASS (CRITICAL APPROACHES IN THE ARTS EDITION) FACILITATED BY LINANGAN: THE GE FACULTY DEVELOPMENT EXTENSION PROGRAM, UNIVERSITY OF THE PHILIPPINES DILIMAN

CERTIFICATE OF PARTICIPATION. VIA ZOOM

11/15/2021

VACC TO SCHOOL: DOING BLENDED LEARNING FOR GE COURSES WEBINAR FACILITATED BY LINANGAN: THE GE FACULTY DEVELOPMENT EXTENSION PROGRAM, UNIVERSITY OF THE PHILIPPINES DILIMAN
CERTIFICATE OF PARTICIPATION. VIA ZOOM

08/14,22/2021

FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES FILM SCHOOL : ONLINE BASIC WORKSHOPS ON FILMMAKING AT CINEMATHEQUE CENTRES

Topics: Acting (August 22, 2021 via Zoom)

Creative Producing (August 14, 2021 via Zoom)

Production Management (August 14, 2021 via Zoom)

4/10/2019 - 4/11/2019

VIDEO AND SOCIAL MEDIA TRENDING CONTENT BRAINSTORMING AND PRODUCING, CONDUCTED BY EJ DAVID AND JAKO DE LEON OF OKAY FIGHT CREATIVES AND PAPERBUG TV AT NORTHERN MINDANAO BROADCASTING SYSTEM, INC.

A 16-HOUR CREATIVE SEMINAR ON BRAINSTORMING VIDEO AND SOCIAL MEDIA CONTENT THAT WILL TREND AMONG THE MASSES

02/23/2019

CHARACTER DEVELOPMENT AND TEAM BUILDING TRAINING AND SEMINAR, NORTHERN MINDANAO BROADCASTING SYSTEM, INC.

AN 8-HOUR TRAINING AND SEMINAR CONDUCTED BY MICHIKO MAKINANO DE JESUS

12/01/2018

ANNOUNCER'S ACCREDITATION SEMINAR (JOURNALISM, ETHICS OF BROADCASTING), KAPISANAN NG MGA BRODKASTER NG PILIPINAS

A 6-HOUR LEARNING AND DEVELOPMENT TRAINING ON SALES AND CODE OF ETHICS IN MEDIA

01/31/2018

SALES CLINIC: MEDIA CODE OF ETHICS, NORTHERN MINDANAO BROADCASTING SYSTEM, INC.

AN 8-HOUR LEARNING AND DEVELOPMENT TRAINING ON SALES AND CODE OF ETHICS IN MEDIA

4/2013

**LEADERSHIP DEVELOPMENT PROGRAM CERTIFICATE OF COMPLETION
COMPASSION INTERNATIONAL IN THE PHILIPPINES**

5/2012

ON-THE-JOB TRAINEE, FREELANCER NEWSPAPER PUBLICATION

RESEARCHED AND WROTE NEWS IN ENGLISH FOR PRINT

4-5/2012

ON-THE-JOB TRAINEE, FILPRODUCTS' ASTIG NEWS CHANNEL

TRANSCRIBED NEWS FROM ENGLISH TO CEBUANO, REPORTED ON-AIR AND ASSISTED IN THE STUDIO.

4/2012

ON-THE-JOB TRAINEE, DXJM-BUTUAN RADYO ASENSO

TRANSCRIBED NEWS FROM ENGLISH TO CEBUANO, REPORTED AND HOSTED ON-AIR SHOW EPISODE, AND ASSISTED IN THE STUDIO.

OVERALL LIST OF SKILLS

- Knowledge of the English Language and usage of the website *Grammarly*
- Knowledge of Microsoft Office and LibreOffice
- Knowledge of Basic SEO (Search Engine Optimization)
- Knowledge of Video Editing Software such as Corel Video Studio, Adobe Premiere Pro, Open Shot Video Editor, and DaVinci Resolve
- Research Skills
- Interviewing Skills
- Translation skills (for Cebuano, English, and Tagalog)
- Administrative Communication Skills such as Chat, Social Media, Email, Written Communication (letter, memo, reports), Phone, and presentation.
- Public Speaking Skills
- Content writing (links to my blogs)
<https://cecillescripts.blogspot.com>

<https://cecillewritersjourney.blogspot.com>

- Knowledge of Audio Editing Software such as Audacity and Adobe Audition.
- English, Cebuano, and Tagalog Writing, News writing, feature writing, script writing, and documentation skills.
- TV, Film, and Video Online Content Production and Directing
- Administrative Organizational Skills
- Problem Solving Skills
- Ability and Willingness to learn new skills
- Adaptability
- Teaching and training skills (students and company interns)
- Supervising Skills
- Webinar hosting and facilitating
- Event/emcee hosting
- Acting skills