

ANNE MARIE ALTO

Writer, editor, graphic designer, and layout artist who produces
information materials on print and digital media.

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EXPERIENCE

University Research Associate II at the University of the Philippines Manila

December 19, 2017 - Present

- Covers events, conducts research and interviews to generate information for the materials being produced
- Writes news, feature articles, and similar materials for the Information, Publication, and Public Affairs Office publications, Health Ripples Magazine, and newsletter
- Managing editor of the Philippine Journal of Health Research and Development
- Conceptualizes the design and layout of newsletters, brochures, books, pocket folder, information materials, invitations, posters, infographics, manuals, certificates, merchandise, and other print and digital materials
- Prepares minutes of meeting reports
- Other tasks such as point person on Quality Management System, provides technical support, receives documents, and attends to office requests and inquiries

Information Officer at the University of the Philippines Manila

June 1, 2016 - December 18, 2017

- Conducts research and interviews to generate information for the materials being produced
- Conducts a study on the cost-effectiveness of the Awakening Seminar
- Writes news and features for the Information, Publication, and Public Affairs Office publications, Health Ripples Magazine, and Newsletter
- Editorial assistant of the Philippine Journal of Health Research and Development
- Assists in writing the messages of the Chancellor
- Prepares minutes of meeting reports
- Designs and layouts UP Manila newsletter, brochures, books, pocket folder, information materials, invitations, and other materials
- Participates in strategic and operational planning
- Receives documents and attends to office requests and inquiries
- Provides technical support

Communications Officer at the Philippine Eagle Foundation

August 16, 2015 - March 16, 2016

- Developed communication campaigns to promote the eagle, the foundation and its conservation work
- Interfaced with the media, wrote press releases, features and other informative and promotional materials (newsletter, annual report, brochures, greeting cards) for the foundation; designed and oversaw the production of publications
- Maintained and developed materials for the foundation's website and social networking sites
- Managed the stock of information and communications resources (photos, videos, printed materials); oversaw the release of those materials to the media and the public
- Monitored the media and compiled media clippings on the eagle, the PEF and other relevant topics/issues
- Assisted the management in drafting speeches, arranged interviews and maintained other forms of public contact such as responding to requests for information

Intern at TV Patrol, ABS - CBN Corporation

December 2014 - March 2015

- Undertook a 400-hour internship program
- Production Assistant duties including collating scripts for distribution to reporters, anchors, and control room staff
- Assisted in the production of TV Patrol, TV Patrol Weekend, and remote broadcasts
- News writing lessons with writers
- Hands-on with iNews and Final Cut Pro
- Transcribed the interviews of the reporters

Music and Entertainment Department Programming Director at 95.9 Green FM La Salle Radio

April 2014 - March 2015

- Managed all music and entertainment broadcasts of the station
- Ensured that the programming complies with KBP regulations
- Conceptualized several music and entertainment shows of the station
- Disk jockey of a few shows (Throwback Thursday, Pinoy Rocks, Raiders)
- Conducted a campus search for aspiring radio DJs
- Wrote, edited, and produced program plugs (commercial plugs) and scripts
- Mentored junior apprentice

EDUCATION

De La Salle University - Dasmariñas

AB Broadcast Journalism

2011 - 2015

Guadalupe Catholic School, Makati

Secondary

2007-2011 (Second Outstanding Student)

HONORS AND AWARDS

Dean's Lister - First Semester 2013

First Semester, 2013

De La Salle University - Dasmariñas

Academic Performance Awardee

April 2015 • Communication and Journalism Department

De La Salle University - Dasmariñas

Best Music, Culture and Arts Show (DJ)

October 2014 • 95.9 Green FM La Salle Radio

Best Promotional Plug

October 2014 • 95.9 Green FM La Salle Radio

Best Radio Documentary

October 2014 • 95.9 Green FM La Salle Radio

SHORT COURSE

Enhancing Health Communication and Public Health Programs
July 10-13, 2018
College of Public Health, University of the Philippines Manila

CERTIFICATIONS

Civil Service Career Professional Eligibility
March 2017 • License: RO4-170622-353

Awakening Seminar
January 25-27 2017 • University of the Philippines Manila

Seminar on Writing for Mass Media for UP Manila Writers and Information Officers
October 2016 • University of the Philippines Manila

Facilitating Effective Philippine Eagle Center and Community-based
Bird-watching Tours
September 2015 • Philippine Eagle Foundation

Communication Skills Training for Philippine Eagle Center-based Staff
and Volunteers
August 2015 • Trust Management Centre

VOLUNTEER EXPERIENCE

Rotary Club of Metro Aurora
Co-teacher, July 15, 2017
Assisted in teaching a group of young girls in Marillac Hills (who were sexually abused, exploited, or in conflict with the law) the basics of news gathering and news writing.

Philippine Eagle Foundation
Animal Keeper, August 2015 - March 2016
Fed raptors and macaques, cleaned enclosures and the pond, guided tourists, and manned owls and eagles during weekends or spare time.

SKILLS

Adobe InDesign • Adobe Photoshop • Adobe Premiere • Writing • Research • Editing • Photography

SAMPLE WORKS

<http://bit.ly/aalto-portfolio>
<http://bit.ly/altosampleworks>