

# CLAIRE CAPUL

Civil Service Professional Eligible

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Block 18 Lot 1, Sta. Rosa Heights,  
Puting Kahoy, Silang, Cavite

## Education

### Master of Arts in Letters

Far Eastern University, 2014-  
(18 units)

### Bachelor of Arts in Journalism

University of Santo Tomas, 2012

## Character References

Roberto Heneral  
Senior Graphic Designer  
DTI-CITEM  
09324502985

Juan Pocholo Goitia  
Former Assistant Secretary, PCDSPO  
pochologoitia@gmail.com

Mara Mendoza  
Public Relations and  
Communications Coordinator  
Deutsche Gesellschaft fur  
International Zusammenarbeit  
09178263224

## Work Experience

### Writer and Social Media Manager

### DTI - Center for International Trade Expositions and Missions (CITEM)

March 2017 - July 2020

Manages the agency's and its projects' social media  
accounts such as Facebook, Instagram, and Twitter

Composes content plan for project websites, social  
media and email marketing campaigns

### Multimedia Journalist

### NewsCentral.PH

November 2016 - February 2017

Creates news articles for the website, takes  
photos when required, and gathers information  
by monitoring news from various media

### Copy Editor

### Office of the President - Presidential Communications Development and Strategic Planning Office (OP-PCDSPO)

July 2012 - May 2016

Manages a team that focuses on issuances and  
messages of all the Presidents of the Philippines

Supervises the compilation and publishing, digital  
and print, of said issuances and messages

Proofreads published books by PCDSPO

Quality checks structure and substance of entries at  
the Official Gazette

Copyedits, proofreads, and corrects grammar and  
spelling of entries for the online Official Gazette via a  
content management system

## Publications

2016  
Style Guide for the Government  
(Gabay sa Estilo para sa Gobyerno)

2016  
Historical Atlas of the Republic:  
Changing the History of the Philippines

2015  
Philippine Electoral Almanac:  
Revised and Expanded Edition

2014  
Official Calendar of the Republic:  
An Almanac of Philippine Commemorations