

CHRISTINE IRISH JOY P. GUARDA

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PROFESSIONAL SUMMARY

AB Communication student with experience in writing, multimedia production, organizational coordination, and student leadership. Skilled in developing content, supporting production workflows, maintaining organizational records, and collaborating with teams to meet project requirements.

RELEVANT EXPERIENCE

UST-Legazpi Talastas

A.Y. 2024-2025 | A.Y. 2025-2026

Finance Officer

- Prepared budget proposals and maintained financial records, including receipts, liquidation reports, and copies of approved proposals.
- Managed the financial requirements of a year-end general assembly, including handling funds, purchasing materials, and coordinating food and venue arrangements with university offices.
- Guided fellow officers in preparing budget proposals, sharing procedural knowledge, document formats, and coordination steps.
- Assisted in drafting and routing organizational proposals and letters, supporting administrative and activity-planning needs.

Radyo Tomasino / Radio 107.5 FM (Season 1 - 2)

A.Y. 2025-2026

Head Writer | Production Staff

- Directed junior writers' assignments and development, overseeing script reviews, editorial feedback, and revisions prior to production.
- Contributed to scripts throughout Season 1 and led script editing and content decisions for Season 2, maintaining consistency across episodes.
- Coordinated on-air production through teleprompter and timer operations, real-time content writing, and host cueing during a special Facebook Live broadcast.

University Media & Production Projects

2023-Present

Production and Technical Team

- Contributed to approximately 20 university productions in roles including Stage Manager, Production Assistant, Visual Scorer, Audio Scorer, and Lead Scorer.
 - Led visual scoring preparations by developing presentation materials, coordinating with relevant offices and contacts, and cueing visual scorers during event operations.
 - Coordinated production tasks with team members to address technical and creative requirements across different projects.
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EDUCATION

University of Santo Tomas - Legazpi

2023 - Present

Bachelor of Arts in Communication

Recipient of the Academic Scholarship

AWARDS & RECOGNITION

12th Philippine Student Quill Awards — Winner

2026

Hearth (Short Documentary) — Script Writer

Division 1: Communication Management | Internal Communication

11th Philippine Student Quill Awards — Excellence Awards and Merit Award

2025

Reframe (Magazine) — Managing Editor and Writer

Division 4: Publications | Category 24

Sa Totoo Lang (Radio Magazine) — Head Writer

Division 4: Audio-Visual | Category 22

Division 1: Media Relations | Category 9

Susi sa Tagumpay (Radio Documentary) — Head Writer

Division 4: Audio-Visual | Category 22

SKILLS

Writing and Content: Scriptwriting, Copywriting, Content Writing, Creative Writing, Broadcast Writing, Editorial Review, Content Editing

Production and Coordination: Production Coordination, Team Leadership, Task Delegation, Live Production Support, Event Coordination, Visual Presentation Preparation, Teleprompter and Timer o
Operation

Administrative and Organizational: Proposal Writing, Budget Preparation, Records Management, Document Routing

Digital Tools: Microsoft Word, Microsoft PowerPoint, Google Workspace, Canva, CapCut, DaVinci Resolve, ibisPaint X

Professional Skills: Team Leadership, Written and Verbal Communication, Collaboration, Coordination, Adaptability, Deadline Management, Multitasking

REFERENCES

Marian Geraldine Bayta

Media Content Development Staff
University of Santo Tomas-Legazpi
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Stephen T. Acabado

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