JO ANNE F. POOT

PRODUCTION MANAGER

📞 0962 257 7531   ✉ workwithme.joanne@gmail.com   📍 Noel Homes, Biñan Laguna

SKILLS

- Project Management
- Communication
- Client Relationship Management
- Project Planning

EDUCATION

BACHELOR OF ARTS IN COMMUNICATION

University of Perpetual Help System Laguna - JONELTA
2019 - 2023

ARTS AND DESIGN TRACK

University of Perpetual Help System Laguna - JONELTA
2017 - 2018

REFERENCE

NEL LOPEZ
THE NEUTRAAL STUDIO
HEAD OF PRODUCTION
09989731269

STEPHANIE VENTURA
UPHSL BIÑAN
COLLEGE PROFESSOR
ventura.stephanie@uphsl.edu.ph

MELAI ENTUNA
KEEP FILMING PH
CEO/PRODUCER
09491598399

PROFILE

Resourceful Production Manager in the Film and Advertising Industry; able to work exceptionally well under pressure. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external clients. Offering exemplary skills in working with all types of personalities, adapting to different situations and having excellent work ethic.

WORK EXPERIENCE

FREELANCE PRODUCTION MANAGER

Neutraal Studios | Parañaque City | March 2023 - Present

PROJECTS UNDER THIS COMPANY

Ogawa PH

Infinix Mobile PH

The Philippines Stock Exchange, INC

- Consulted with clients to better understand business needs, goals and requirements.
- Coordinated production schedules and monitored adherence to proactively address backlogs.
- Collaborated with management in production planning, addressing and resolving daily challenges to meet stringent deadlines.

FREELANCE PRODUCTION ASSISTANT AND PRODUCTION INTERN

Keep Filming Media Production | Quezon City | June 2022 - February 2023

PROJECTS UNDER THIS COMPANY

Ever Bilena	Rexona
Careline	Department of Health (DOH)
Xenical	

- Maintained materials inventories to achieve production schedules.
- Offered leadership will liaising with creative agencies.
- Booked and coordinated meetings and briefings, taking clear detailed notes and circulating quickly for swift actions.