



MARIANNE M. MANALO

169 Av. De Lugo, Santiago de Compostela
A Coruña, Galicia, España
(+34) 672 434 409
hello.mmmanalo@gmail.com

PROFILE

Marianne Manalo is an English Language Assistant in Galicia, Spain. She produces content with her holistic knowledge in the fields on applied linguistics, communication, management, and creative writing. She is diversly experienced in administering internal and external events brought by the organizations that honed her leadership skills.

EDUCATION

University of Santo Tomas

Bachelor of Arts, Major in English Language Studies

Sampaloc, Manila, Philippines

Graduation date: June 2022

San Beda University (Senior High School)

Humanities and Social Sciences Track

San Miguel, Manila, Philippines

Graduation date: March 2018

WORK EXPERIENCE

Ministerio de Educación

Language and Culture Assistant

Galicia, España

October 2022 – Present

- Assisting the teachers in educating the students with English as a Second Language
- Fostering and promoting intercultural understanding between the citizens of Spain and the assistant from the Philippines

Freelance work

Ghostwriter

Manila, Philippines

November 2021 – June 2022

- Produced written content for someone else (labelled as an unnamed author)
- Proofreading, transcribing, content, and creative writing

Philippine Investigation and Forensic Science Academy

Intern

University of Santo Tomas

June 2021 – August 2021

- Provided a sample syllabus for future enrollees in Fraud Investigation and Detection Course
- Published, proofread, and edited the Philippine Criminal Justice System Manuscript
- Published the Vice and Drug Education Control Manuscript
- Researched on “An Examination of the Role of Forensic Linguistics in the Investigation of Criminal Cases: A Basis for the Development of Linguistically Based Training Module for Investigators (*with summaries*)”

English Language Studies Society

President

University of Santo Tomas

June 2021 – May 2022

- Oversaw the whole function and system of the organization
- Predominantly represented its constituents or members of the organization

English Language Studies Society*Treasurer*

- Established an extensive partnership and sponsorship relations to various industries for the society's monetary source and public promotions
- Manifested coherent organization skills for monetary allocations and financial reports

University of Santo Tomas*September 2019 – May 2021***Central Student Council***Director for Campaigns*

- Supervised composition of statements related to the University's and Philippine's social issues
- Produced research-oriented publication materials

University of Santo Tomas*May 2019 – May 2021***Artistang Artlets – Theatre Organization***Production design as Set director*

- Oversaw in creating the interior and exterior aspect of the stage production
- Managed the design scenery of the stage production

University of Santo Tomas*April 2021 – May 2021***Artistang Artlets – Theatre Organization***Production Management as Captives director*

- Introduced the production to potential audiences
- Promoted the production by inviting and contacting people

University of Santo Tomas*January 2021 – February 2021***Artistang Artlets – Theatre Organization***Production design as Layout director*

- Generated the promotional materials for the production
- Coordinated with publication and promotion team for the ideal concept

University of Santo Tomas*October 2020 – November 2020***Artistang Artlets – Theatre Organization***Production design as Props director*

- Created and obtained all necessary materials for the production
- Managed to bring life in the production

University of Santo Tomas*April 2019 – May 2019***English Language Studies Society***Executive Producer*

- Administered all the aspects/departments in the production
- Represented as the face for the linguistic-related play/production

University of Santo Tomas*February 2019 – April 2019***Artistang Artlets – Theatre Organization***Assistant Stage Manager*

- Facilitated communication to all creative and production aspects
- Acted as the right hand of the director/s

University of Santo Tomas*January 2019 – March 2019***Artistang Artlets – Theatre Organization***Marketing Director*

- Located potential investors for the production
- Managed the income of the production

University of Santo Tomas*October 2018 – November 2018***Artistang Artlets – Theatre Organization***Production Manager*

- Oversaw the general budget of the production
- Administered the schedule and technical progression of the production

University of Santo Tomas*September 2018 – October 2018*

WNS Global Services SA
Business Process Outsourcing

Quezon City, Manila, Philippines
March 2018 – July 2018

- Accommodated Australian clients regarding car and home insurance inquiries

Bigkas Bedista
Pioneer President

San Beda University
June 2017 – March 2018

- Represented the SHS Department and participates in Speech Choir Competitions
- Recognized as an Interest Club in the Senior High School Department

The Bedan Roar: Student Publication
Literary Editor

San Beda University
June 2017 – March 2018

- Published and monitored literary pieces and articles for the Senior High School Department
- Featured student's works in the Senior High School paper

AWARDS

-
- **Cum Laude (Latin Honor):** University of Santo Tomas, June 2022
 - **Best Production Manager for Applicant Showcase:** University of Santo Tomas, October 2018
 - **Academic Distinction:** San Beda University, March 2018
 - **1st Runner-Up (Oral Interpretation category):** University of the Philippines, Speech Cup Competition, February 2018

CHARACTER REFERENCES

Dr. Rachelle B. Lintao
Chair, Department of English
University of Santo Tomas
Manila, Philippines
+63 917 795 6545
rblintao@ust.edu.ph

Ms. Via Allison Del Rosario
Alumna, English Language Studies Program
University of Santo Tomas
Manila, Philippines
+63 927 273 6219
delrosariovia@gmail.com