

JEJO MARK I. MALANA

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EXPERIENCE

Indang Christian Fellowship, Cavite, Philippines

Indang Christian Fellowship is a non-stock, non-profit institution that offers a community for church-goers, artists, musicians, and all varieties of professionals.

- **Media producer and manager** (Early 2020 - present)
 - Built and has been managing Facebook page ICF Ekklesia, now with 3400 followers, with 500-600 weekly live viewers, and 100-150 people engaging with the content
 - Built and has been managing Youtube page ICF Ekklesia, now with 1060 subscribers and up to 14,000+ views on videos
 - Designed and engineered hardware and software set-up at the main church and 8 other churches throughout Cavite
 - Procures lights, camera gear, computers, and peripherals for production
 - Sets up and configures equipment and softwares such as OBS for "live shows" on social media
 - Trains and manages a team of 10 media production staff
 - Creates content for church promotion and music production
- **Music team manager** (Early 2019 - present)
 - Responsible for a team of 30 musicians ushering the community to church activities such as singing, dancing, and religious discussions.
 - Handles a group of 5 core leaders, creating together plans and annual assessments, coordinates the whole team
 - Faciliates training for 30 students with musical theory and application, ethics, and Christian values
 - Supervises weekly rehearsals with the team and administers feedback sessions regularly
 - Creates monthly, quarterly, and yearly performance and financial reports
 - Procures musical equipment
- **Audio engineer** (Early 2018 - present)
 - Operates and sets up equipment and softwares such as Cockos Reaper for recording and manipulating instruments, voices, and sound effects
 - Operates mixers such as Behringer XR18 for live performances
- **Musician** (2007-present)
 - Plays guitar, drums, keyboards, and vocals weekly

Indang Christian Academy, Cavite, Philippines

Indang Christian Academy is a private and Christian school catering primary to secondary education with over 450 students enrolled yearly

- **Computer instructor** (2013-2015 and 2021-2022) to 10 year levels with over 30 students each
 - Taught Microsoft Office, Audacity, Canva, Capcut, and Schoology
 - Taught programming with C++ Python, HTML, and web designers online
 - Taught Adobe Photoshop and Lightroom, Visual Basic, photography, audio production, and other video editing tools

Euphony Music Studio and Center, Cavite, Philippines

Euphony Music Studio and Center is a retail store for musical instruments and a studio for one-on-one music lessons and rehearsals

- **Marketing manager** (January 2018-March 2020)
 - Established company's branding and marketing strategies
 - Was able to get up to 10M worth of investment from different investors
 - Gained 50 students through producing agreements with academic institutions around Cavite

Developmental Academy of the Philippines, Cavite, Philippines

Developmental Academy of the Philippines is a government institution responsible for assisting and shaping new policies and programs for the country and other private institutions.

- **Information Technology Staff** (April 2017 to December 2017)
 - Responsible for producing and maintaining networks around the compound
 - Created media presentations for the institution
 - Responsible for troubleshooting and tech assistance for everyone

Jomal Builders, Cavite, Philippines

Jomal Builders is a contractor responsible for wood works, carpentry, construction, and other craftsmanship.

- **Marketing manager** (Mid 2016 to Mid 2017)
 - Responsible for forming contracts, client management, and marketing strategies

Teleperformance (Xbox Microsoft), Pasay City, Philippines

Teleperformance is a business processing outsourcing company that caters to different clients.

- **Customer Service Representative** (Early 2016 to Mid 2016))

Teletech (BlueShield), Pasay City, Philippines

Teletech is a business processing outsourcing company that caters to different clients.

- **Customer Service Representative** (Late 2015 to Early 2016)
 - Responsible for processing claims of clients
 - Sold multiple premiums to clients

MediaArchives Philippines Incorporated, Muntinlupa, Philippines

MediaArchives is an outsourcing service for radiology and medical companies.

- **Information Technology Staff**
 - Responsible for management of administration of data output
 - Responsible for design of graphics and advertisements
 - Created service manuals for ITs, billing, and medical personnel
 - Helped in improving structure within the company
 - Managed different clients of the company

EDUCATION

Cavite State University - Trece Campus, Cavite, Philippines

Bachelor of Science in Information Technology, graduated 2013

CREDENTIALS

Software Proficiency: Microsoft Office, Google Workspace, Adobe Photoshop and Lightroom, Canva, Social Media e.g. Twitter, Instagram, Facebook, LinkedIn, Tiktok, Reddit, Online Broadcasting System, Open LP, Reaper, Behringer XR18

Hardware Proficiency: Sony camera, Canon camera, PTZ cameras

Language Proficiency: English (fluent), Filipino (native)

Certifications: Classroom management, ASTC Church Sound Proficiency, Upskillist Audio Engineering

Personal Interests: Music, food, travel, building connections