

Vanessa Jan S. Francisco

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- Bilingual: Proficiency in English and Tagalog (Written and Verbal)
- Proficiency with Windows applications and OSX – MS Word, PowerPoint, Excel, Adobe Photoshop, Keynote
- Digital Marketing – Search Engine Optimization efforts and Ad Words
- Strong verbal and written communication and interpersonal skills
- Excellent time management and organizational skills
- Detail-oriented
- Creating and presenting a Business Plan

EDUCATION

Master of Science – Entertainment Business, 4.0

Full Sail University – Florida, USA- graduated Aug 2014, Salutatorian

Associate in Applied Sciences – Criminal Justice, 3.97

ASA College – New York, NY - graduated Aug 2017, President's List

Bachelor of Arts – Communications, 3.5

Miriam College – Manila, Philippines – graduated March 2012

WORK EXPERIENCE

RN Express Staffing Registry, LLC (New York, NY)

Staffing Coordinator

December 17, 2018- Present

- Construct and manage schedules for over 40 registered nurses and licensed practical nurses in 5 various nursing homes
- Collaborate with nursing home staffing coordinators, charge nurses and nursing supervisors to ensure sufficient and staffing for each shift and recommend solutions to meet urgent needs
- Collect, track and verify timesheets of nurses while working with nursing homes' payroll personnel to ensure accurate information
- Actively participate in the new hire process and orientation of registered nurses and licensed practical nurses, and coordinate with nurse educators for feedback and recommendations
- Regularly work with per diem and full-time nurses to match the needs of each facility and to deliver quality care not only to the patients, but also to each nurse

Events & Marketing Manager

November 24, 2014 – Present

- Direct over 4 annual events, including staff birthdays, nurse's week, summer getaway and holiday party
- Select vendors, manage and direct event team
- Implement programs and provide on-site management
- Coordinate event logistics directly to CEO, VP of Marketing and VP of Finance
- Perform administrative assistance to CEO, VP of Marketing and VP of Finance such as event travel arrangements including accommodations and car rentals, schedule of meetings, and edit presentations
- Design marketing materials and perform mass mailings
- Handles RN Express Staffing Registry and Saleaflo Entertainment's social media accounts and websites

The Radio Partners, Inc. (Manila, Philippines)

Special Projects Director- Magic 89.9

May 2012 – June 2013

- Build and maintain key relationships with clients, including movie distributors, and venue representatives
- Schedule and manage ocular or venue visits
- Create and oversee budget for each event
- Write and implement effective on-air radio announcements

- Negotiate contracts with vendors
- Oversee the internship program
- Actively work with the marketing department to ensure the needs of each client
- Design marketing materials
- Conduct market research to ensure effectivity of planned activities

Rustan's Coffee Corporation dba Starbucks Philippines (Manila, Philippines)

Barista

April 2010– September 2010

- Prepare food and beverages to standard recipes or customized for customers
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations and company standards
- Communicates information to manager in order to for the team to respond quickly and efficiently to customers concern/s
- Deliver a legendary customer service
- Manage POS register and bar equipment usage
- Prioritize in high pressure situations

INTERNSHIPS AND VOLUNTEER WORK

Kings County Supreme Court, Criminal Term

Student- Intern

February 2017 – May 2017

South by Southwest (SXSW)- Austin, TX

Shuttle Crew- Volunteer

March 10-15, 2014

Latin Food and Wine Festival- Orlando, FL

Preparation- Volunteer

October 18, 2013

U! Happy Events- Philippines

Volunteer

Year 2012

Gawad Kalinga- Philippines

Volunteer

August 2010 – September 2012

ACTIVITIES

ASA College– New York, NY

- Member of Phi Theta Kappa Honor Society, 2016 - Present

Full Sail University – Winter Park, FL

- Member of the International Students Society, 2013 – Aug 2014
- Member of the Entertainment Networking Society, 2013 – Aug 2014
- Member of the Student Event Crew, 2013 – Aug 2014

WORKSHOPS

- SXSW: Legal Issues in The Music, Film and Emerging Technology Industries (2014)
- The Specialized World of TV Writing (2014)
- Leadership Academy: Photoshop Workshop (2013)
- Research Tips and Techniques (2013)
- Communication Week: Talk on Broadcasting; Talk on Food Blogging; Creative Voices Workshops (2012)