

# ARJIE A. BELHOT

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**OBJECTIVE:** To pursue an opportunity to reconnect with students while managing my own media company in which will allow me to further grow personally and professionally.

## PROFESSIONAL EXPERIENCES:

**2013 – 2017      University Instructor, La Salle University – Ozamiz**

**2015 – 2017      OIC – Program Head, Communications Department**

- Continue to develop as faculty member through advanced studies, research
- Engage in the academic roles of teaching, service and training
- Knowledge of computer based academic delivery systems
- Design & deliver instruction in collaboration with the course coordinator
- Grade examinations and assignments and review evaluations with students, meet all established deadlines set by the University for testing assignments and grade submissions
- Provide course syllabi for instruction in collaboration with the course coordinator, a part of the syllabi design team during k-12 transition

**2014 – 2016      ESL Tutor, 51Talk Philippines**

- Preparing lesson plans in accordance with students' learning needs.
- Tailoring lessons to accommodate differences in learning style and speed.
- Preparing and disseminating progress reports at regular intervals.
- Remaining knowledgeable about and respectful of cultural differences.
- Assisting students with their technical difficulties, where possible.
- Evaluating students' progress.

**2016 – Present      Owner/Store Proprietor, Jack Online**

- Develop business strategies to expand store traffic and optimize profitability
- Ensure high levels of customers satisfaction through excellent service
- Complete store administration and ensure compliance with policies and procedures
- Propose innovative ideas to increase market share
- Deal with all issues that arise from staff or customers (complaints, grievances etc)
- Be a shining example of well behavior and high performance
- Conduct personnel performance to assess training needs and build career paths

**2016 – 2017      Radio Station Manager, La Salle University FM**

**2019 – Present      Owner/Managing Director, Jack FM 89.3 Dipolog**

- Oversees and coordinates the continuous, multifaceted daily operations of the radio.
- Hires and trains on-air personalities and marketing staff to assist its operation.
- Plans, designs, and maintains organizational structures and systems that enable community volunteer staff members to effectively accomplish the organization's mission, goals, and objectives.
- Maintains accurate schedules and ensures that all on-air broadcast programming complies with NTC rules and regulations.

## **EDUCATIONAL BACKGROUND:**

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| 2017 (on going) | <b>Master in Media Studies</b><br>University of San Jose – Recoletos<br>Cebu City<br><i>(thesis, work in progress)</i> |
| 2015            | <b>BS – Secondary Education</b><br>Major in English<br>La Salle University<br>Ozamiz City                              |
| 2013            | <b>AB – Mass Communications</b><br>La Salle University<br>Ozamiz City  |