



MALIA CANTIMBUHAN

Digital Content Producer/
Media Specialist & AV
Technician

About Me

I am an organized, detailed-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish sets and projects. I would like to find a job applicable to my experience in live-production, journalism audio/video editing and digital marketing/strategizing, to as well enable further personal and professional development.

Contact

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Education

Bachelor of Arts in Visual Journalism

Minor in Audio Technology, Minor in Film Studies
Western Washington University (2015-2020)

Experience

Audio Visual Lead Technician

Encore Global (July 2022 - Present)

Ensures a flawlessly executed event through accurate and timely setup, operation, and breakdown of advanced audiovisual equipment as listed in the technical qualifications section. Troubleshoots technical issues and resolve problems quickly as they arise. Complies with all Company security and safety measures. Ensures equipment is secure from theft and/or damage when in use. Provides excellent service and strives to exceed the expectations and needs of internal and external customers. Maintains a positive relationship with all clients through effective communication. Collaborates with internal team on event solutions pre event and during event to ensure the best possible customer satisfaction. Understands and fosters the hotel/client relationship. Creates an atmosphere that fosters the development of technical and leadership skills in other employees. Provides mentorship and coaching to technical, sales and operations team members to develop technical skills as needed. Performs advanced work (pre/during/post event) with operations team members. Supervises and directs other technicians during an event. Assists team with proper security, storage, transportation, and maintenance of equipment. Performs inventory and forecasting of equipment needs.

Digital Content Producer

Layla Nielsen & Co. (December '21 - September '22)

Collaborated with internal team and clients to develop high quality digital marketing strategies within budget and delivered on schedule. Own the development of social media calendars, content, copywriting, and publishing for clients and LN & Co.'s social media accounts. Manage social media profiles and respond to comments and reviews for clients and LN & Company. Create and manage social media content development. This includes but not limited to gifs, videos, graphics, social cards, and memes. Produce weekly and or monthly performance reports that illustrate to clients what worked well and what did not.

On-Air Producer and Media Specialist

Transformation Talk Radio (June '21 - October '21)

Responsible for overall content and flow of live and pre-recorded shows. Ran audio board for various live and taped programs and edit audio for on-air use. Ability to relate and communicate with a variety of people including talent, guests, callers, and other staff. Assist and collaborated with show hosts, guest, and other program contributors on preparations for shows on a daily basis and for future shows. Ensure show runs smoothly while on air by following established timelines; archive show files and post-production editing as requested; handling caller requests, notifying talent of important information, keeping show host on time and on track, interacting with talent, callers, and guests when appropriate.



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Experience

Event Services & Security

Western Washington University (March '16 - March '20)

Set up and took down events across campus and downtown Bellingham including concerts and graduation commencements. Transported a variety of staging and audio tech equipment with Isuzu truck. Assisted students and visitors with questions or difficulties at events and main campus building. Ensured prohibited items were not brought into events and concerts. Patrolled various locations around campus and downtown. Enforced security regulations. Documented reports of suspicious activity.

Sports Editor and Reporter

The Western Front (March '17 - June '19)

Led team of writers in sports section. Prepared and assigned story ideas to students. Edited stories for AP style and grammatical errors. Designed sports page/spread in weekly newspaper that was published online and in print. Communicated and assisted other editors in the newsroom. Used programs such as Adobe InDesign and Procreate to design illustrations and infographics. Wrote multiple sports articles including previews, games, wrap-ups, and athlete profiles. Familiar working within tight deadlines and preparing for stories in advance. Led class lecture teaching college students how to write for sports beat.

Athletics Video Production Crew

Western Washington University Athletics (August '17 - May '18)

Set up and took down broadcasting equipment for various sports games across campus. Worked main camera for collegiate soccer, basketball, and volleyball games. Delivered post-game footage to coaches.

Skills

- Adobe Creative Suite (InDesign, Illustrator, Audition, Premiere, After Effects, Lightroom, Photoshop)
- OBS
- Google Drive, Docs, Slides, Analytics
- Zoom, Skype, Microsoft Teams
- Hootsuite, Sendible, Sprout
- Microsoft Word, Powerpoint, Excel
- Canva
- Mailchimp
- Copywriting, AP Style
- Wordpress, Wix
- Design Pickle
- Slack, Monday, Trello, Basecamp
- Instagram, YouTube, Twitter, LinkedIn, Linktree