**Chankit Pongdhana**

+65 8288 5335 ♦ cpongdhana@gmail.com ♦ [LinkedIn](https://www.linkedin.com/in/chapcalledcliff/) ♦ Portfolio

Professional Summary

Recently graduated from Curtin University, I am a dynamic and driven individual with a major in Web Media and Marketing, specializing in multimedia content creation and social media management. Proficient in video editing, Adobe software, digital marketing, and videography. Experienced in both independent and team environments, exceeding client and peer expectations. Gained practical skills through internships at SGEEK Media and Must Share News, focusing on content planning, client interaction, and brand adherence. Skilled in producing and editing content for platforms like Facebook, Instagram, TikTok, and YouTube, and comfortable with on-screen roles. Keen to leverage creative and technical talents in videography, video editing, or social media specialization. Eager to contribute and advance in the field of digital media production.

Core Qualifications

* Content Creation: Demonstrated expertise in generating innovative and engaging content tailored for various social media platforms, enhancing brand visibility and audience engagement.
* Video Editing: Proficient in advanced video editing techniques and software, particularly Adobe Suite, ensuring high-quality visual storytelling and production values.
* Social Media Marketing: Skilled in developing and executing effective social media marketing strategies, driving audience growth, engagement, and brand loyalty.
* On-Screen Talent: Experienced in performing as on-camera talent, delivering compelling presentations and narratives, suitable for diverse video projects.

Areas of Expertise

Content Strategy | Digital Marketing | Videography | Adobe Suite Proficiency | Storyboarding | Scriptwriting | Brand Compliance | Drone operation | Social Media Marketing | Event Coverage | Client Interaction | Guest Services | Infection Control | Specimen Collection | Patient Care | PPE Training | COVID-19 Testing | Inventory Management | Survey Analysis | Public Relations |

Work History

**Must Share News**, **Social Media Assistant**, 07/2023 - 01/2024

* Actively searched for and gathered news from local, regional, and international sources, demonstrating a keen eye for relevant and impactful stories.
* Created engaging short-form content to inform viewers about current news events, effectively communicating complex information in an accessible format.
* Developed scripts, storyboards, and generated creative ideas for organic video content, showcasing a talent for storytelling and visual communication.
* Skilfully handled DSLR cameras, capturing high-quality visual content.
* Performed as on-screen talent for videos, demonstrating versatility and on-camera presence.
* Took photographs of various events for editorial use, capturing the essence and key moments with professional finesse.
* Managed and posted content onto various social media platforms, ensuring timely and effective online engagement.

**Videographer / Video Editor**, **Freelance**, 05/2021 - 03/2023

* Expertly edited videos in line with client requests, ensuring tailored and high-quality final products.
* Traveled with clients to various locations for shoots, demonstrating flexibility and adaptability in diverse settings.
* Directed scenes and provided insightful suggestions to clients, enhancing the overall quality and impact of the shoot.
* Developed and adjusted storyboards based on client feedback, showcasing strong planning and responsive adaptation skills.

**Multimedia Specialist Intern**, **SGEEK MEDIA**, 03/2023 - 05/2023

* Developed and implemented comprehensive content planning strategies, leading to the creation of monthly content calendars that guided the publication of engaging and relevant content across various platforms.
* Authored compelling articles and press releases, ensuring accuracy, consistency, and strict adherence to brand guidelines.
* Attended and covered media events, capturing videos to document the experience and enhance media coverage.
* Engaged in meetings and interactions with potential clients, establishing strong relationships and understanding client needs.
* Scripted, filmed, and edited videos using creative techniques, significantly enhancing visual appeal and effectively conveying key messages.
* Utilized social media platforms like Facebook, Instagram, TikTok, and YouTube to publish edited videos, accompanied by captivating captions and titles that boosted engagement and promoted brand awareness.
* Designed and launched a new website, optimizing it for audience appeal and ensuring it provides maximum information at a glance.

**Front Office Agent**, **The Outpost Hotel**, 05/2022 - 10/2022

* Assisted guests with efficient and welcoming check-in processes, ensuring a smooth start to their stay.
* Provided guests with knowledgeable suggestions about attractions and locations in Singapore, enhancing their travel experience.
* Facilitated taxi bookings for guests, ensuring convenient and timely transportation arrangements.
* Prepared and served a variety of drinks for guests, contributing to a hospitable and enjoyable stay.
* Assisted guests with their luggage, offering attentive and personalized service to enhance guest comfort.

**Health Promotion Board**, **COVID-19 Swabber**, 06/2020 - 07/2021

* Played a crucial role in swab operations and infection control, significantly contributing to public health safety measures.
* Skillfully assisted with specimen collection, managed antigen test kits, and effectively handled onsite medical status collation, ensuring accuracy and efficiency.
* Ensured meticulous documentation of patient records, upholding high standards of patient data confidentiality and integrity.
* Proactively attended to patients' needs and enquiries, adeptly resolved complaints, and maintained smooth operation of patient care services.
* Received comprehensive training in Personal Protective Equipment (PPE) usage, mask-fitting, and nasal swab techniques, enhancing personal safety and operational proficiency.
* Conducted COVID-19 tests for clients, playing a vital role in pandemic response and community health monitoring.

**Warehouse Assistant**, **Keppel Logistics**, 01/2020 - 06/2020

* Efficiently supported the daily operations of the warehouse, ensuring seamless workflow and operational excellence.
* Diligently inspected, documented, and reported all necessary documentation as requested by the Warehouse Manager, maintaining high levels of accuracy and compliance.
* Skillfully loaded, unloaded, and transported stocks between vehicles and storage areas, optimizing space utilization and ensuring timely stock movement.
* Successfully completed physical inventory stock takes, ensuring all stocks were accurately accounted for and discrepancies promptly addressed.
* Strictly adhered to safety protocols while working in the warehouse environment, contributing to a safe and hazard-free workplace.

**Military Security - Corporal**, **Singapore Armed Forces**, 07/2017 - 05/2019

* Successfully performed various internal security patrols, rigorously ensuring compliance with all Singapore Armed Forces (SAF) regulations.
* Effectively controlled access of vehicles and pedestrians at key installations, maintaining high security standards.
* Thoroughly verified identification of individuals through identification cards, badges, system records, and vehicle decals, ensuring only authorized access.
* Diligently ensured that all subcontractor work was conducted in strict accordance with SAF's rules and regulations, upholding operational integrity and safety.

Additional Experience

* **Front Office Intern,** Holiday Inn Express Clarke Quay, 07/2016 – 11/2016
* **Housekeeping Intern,** Crowne Plaza Changi Airport,

Certifications

* **Nas Academy, Advanced Editing Effects, Youtube Boot Camp / Facebook Boot Camp,** 2021
* **The Think Cloud, Video Content Creation WSQ,** 2021
* **Singapore Armed Forces - MP Command, Security Operations WSQ,** 2017

Education

* Curtin University: **Double Major in Web Media and Marketing,** 2021 – 11/2023
* Nanyang Polytechnic: **Diploma in Hospitality and Tourism,** 2014 – 2017