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**CAREER OBJECTIVE**

I am a fresh graduate seeking to attain a position in a professional and active work environment that will allow me to use and improve the discipline knowledge I gained from my degree bringing my personal attributes of enthusiasm, eagerness to contribute to a quality company as well as my willingness to learn into the organization.

**EDUCATIONAL BACKGROUND**

**Tertiary: Bicol University College of Business, Economics, and Management**

Daraga, Albay, Philippines

College Diploma, 2010-2014

* **The Outstanding Marketing Student Awardee (TOMSA)**
* **Academic Scholar for Second Semester, AY 2013-2014**

**Secondary: Masbate National Comprehensive High School**

Quezon Street, Masbate City, Philippines

High School Diploma, 2006-2010

* ***SPA Class Salutatorian***

**Elementary: Amancio Aguilar Elementary School**

Danao Street, Masbate City, Philippines

Elementary Diploma, 2000-2006

* ***3rd honors***

**WORKING EXPERIENCE/S**

April 8 - June 12, 2013/

May 1- June 30, 2014 had worked in Development Bank of the Philippines Masbate Branch, Masbate City, Philippines on a Job Order Status.

February 21, 2014 had worked in Development Bank of the Philippines Legazpi Branch, Legazpi City, Philippines as a trainee as part of our curriculum or work integrated learning.

**ELIGIBILITY**

October 13, 2013conferred the CIVIL SERVICE PROFESSIONAL ELEGIBILITY.

**SKILLS SUMARY**

**Administrative**  **Computer :** MS EXCEL Advanced

**Skills** : The ability to organize events : MS WORD Advanced

: Dealing with diverse environment : Power Point Advanced

: Formatting and managing documents : Windows Advanced

: Internet, Email Advanced

**Soft Skills** : Able to work as part of a team **Languages** : Filipino Native

: Presentation skills : English Fluent

: Communication –both written and verbal

: Handling office equipments

**SEMINARS/TRAINING ATTENDED**

June 25, 2010 Business Seminar of ALLIANCE IN MOTION GLOBAL Inc., ***Participant***

September 8, 2010 8th Student Governance Training, ***Organizer***

October 2, 2010 Bicol Marketing Express, ***Participant***

December 3, 2012 Seminar on Total Quality Management, ***Participant***

November 24-25, 2012 Seminar-Workshop on Planning and Writing a Project Feasibility Study part I-II, ***Participant***

September 28, 2012 Seminar on Research Presentation for Multifunctional Utilization, ***Organizer***

July 24-25, 2013 Leadership and Executive Training Series, ***Participant***

August 8, 2013 1st Regional Conference on Techno-Based Business Investment Prospects, ***Participant***

March 6-8, 2013 3rd CBEM Executive Summit, ***Participant***

**AFFILIATION**

2013-2014 **Seniors Club**

*Member*

2010-2013 **Business Management Association of the Philippines BU-Chapter**

*Member*

2011-2012 **Philippine Junior Marketing Association, BU-CBEM**

*Business Manager*

2010-2011 **University Student Council, Bicol University**

*Junior Councilor*

* Facilitates various leadership training of the council
* Served as the highest student body in the University

**PERSONAL INFORMATION**

Age: 20

Date of Birth: June 22, 1994

Gender : Male

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

Interest: Interested in reading, environmental concerns, dance, music, sports, travelling and I love going out with friends to watch movies and enjoy small talks.

Personal Features: Enthusiast, eagerness to learn, work endurance, hard working, creativeness, willing to work overtime even far from home if necessary.

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*