

MICHAELA MARISH M. CARIÑO

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michaelamarishc@gmail.com



Objective: In search of a chance to grow professionally and be a part of your company while learning more and enhancing the skills and knowledge that I have.

PERSONAL DATA

Date of Birth: November 09, 2000
Age: 23
Place of Birth: Quezon City
Civil Status: Single
Citizenship: Filipino
Religion: Roman Catholic

EDUCATION

Quezon City University
(Tertiary)
BS Electronics and Communications
Engineering
2019 – 2023

Our Lady of Fatima University
(Senior High School)
Science, Technology, Engineering, And
Mathematics
2017 – 2019

Ramon Magsaysay (Cubao) High School
(Junior High School)
2013 – 2017

SKILLS

- Proficient in Microsoft Products
- Excellent Written and Verbal Communication Skills
- Computer Literate
- Strong Work Ethic
- Critical Thinking Skills
- Observation Skills
- Time Management
- Learning / Adaptability
- Leadership Skills
- Problem Solving Skills

WORK EXPERIENCE

Fineco Management Corporation
FEMS Tower 1, Roxas St., Malate Manila
(December 2019 – January 2020)
Part-time Job

REFERENCE

Dr. Michael Angelo D. Ligayo
Assistant Professor III QCU-COE, EE Dept.
09777398605

Ma. Kristine Joy A. Bola
Owner and CEO of Murang Damit CAAL Co. OPC
09178950020

Position: Product Specialist

- Preparing product free tasting samples.
- Assessing customer’s needs (detailed product information).
- Creating detailed reports on product information and physical counting of inventory items.

Melham Construction Corporation

109 Commonwealth Ave., Quezon City
(February – April 2022)
Internship

Position: Team Leader

- Rendered 160 hours On-the-job training.
- Brainstorming and presentation of ideas about innovation and design thinking.
- Actively and attentively participated in weekly tasks.

Expresspay Inc. (Kamuning Branch)

Teodoro Gener St., Kamuning, Quezon City (August 2022 – August 2023)
Part-time Job Position: Office Staff

- Processing bills payment online.
- Auditing and encoding transactions in Excel.
- Barcode scanning of parcels from Shopee and Lazada.

Murang Damit CAAL Co. OPC

Mayao Crossing Lucena City
(August 2023 – December 2023)
Full-time Job

Position: Admin Staff

- Keeping meetings and appointments on track.
- Managing and recording documents.
- Responding to emails and inquiries.

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

Michaela Marish M. Cariño