

# Francis A. Calayag II

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## Objectives

To seek an entry-level position to begin my career in a high-level professional environment. To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. To have a responsible career opportunity to fully utilize my training, while making a significant contribution to the success of the company.

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## Educational Background

Primary Education	Jesus is Lord Elementary School Bulusan, Calapan City, Oriental Mindoro June 2005 – March 2008
Secondary Education	Divine Word College of Calapan Tibag, Calapan City, Oriental Mindoro June 2011 – March 2013
Tertiary Education	Divine Word College of Calapan Bachelor of Science in Business Administration Gov. Infantado, Calapan City, Oriental Mindoro November 2015 – June 3, 2022

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## Trainings and Certifications

**FLIGNO Software Philippines, Inc.**  
Cagayan De Oro City  
Student Intern (On-The-Job Trainee)  
500 hrs. Virtual Learning at FLIGNO Session  
February 25 – May 8, 2022

**Department of Agrarian Reform**  
Sixteen Enterprises Building, Masipit, Calapan City, Oriental Mindoro  
Student Intern (On-The-Job Trainee)  
Support To Operations Division – Personnel Unit  
April 27, 2022 – May 10, 2022

## **Skills**

- ❖ Proficiency in Microsoft Office
- ❖ Time Management Skills
- ❖ Communication Skills
- ❖ Adaptability Skills
- ❖ People and Leadership Skills
- ❖ Data Analysis

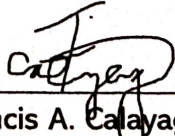
## **Character References**

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I hereby declare that all the information above is true to my knowledge, and I bear the responsibility for the above-mentioned particulars.

  
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Francis A. Calayag II  
(Applicant)