



josan arranguez cabiao

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*Present Address:*  
blk 45 lot 1 Glendale Homes bgry Granada, Bacolod 6100,  
Negros Occidental, Philippines

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## Basic Information

<b>Age</b> 33	<b>Birth Date</b> Aug 17, 1989	<b>Gender</b> Male	<b>Civil Status</b> Single
<b>Height (cm)</b> 174	<b>Weight (kg)</b> 70	<b>Nationality</b> Filipino	<b>Religion</b> Christianity - Catholic

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## Work Experience

*I have been working for 11.57 years*

Dec 2016 - Dec 2022  
(6 Years, 4 Weeks)

### Graphic Designer

New Way Media and IT Solutions  
Arts / Design / Fashion  
Kingdom of Bahrain

- Study design briefs and determine requirements
- Conceptualize visuals based on requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software or by hand
- Use the appropriate colors and layouts for each graphic

Aug 2014 - Aug 2016  
(2 Years, 1 Month)

## **Graphic Designer**

Samha Printing Press

Arts / Design / Fashion

Kingdom of Saudi Arabia

- Study design briefs and determine requirements
- Schedule projects and define budget constraints
- Conceptualize visuals based on requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software or by hand
- Use the appropriate colors and layouts for each graphic
- Work with copywriters and creative director to produce final design

Jun 2013 - Sep 2015  
(2 Years, 3 Months)

## **Laborer**

Vicente Urbanozo Farm

Agricultural / Animal / Live Stock / Fisheries

Hda. Pitogo, Brgy. Granada, Bacolod City

- Performing manual labor.
- Performing maintenance on the farm.
- Managing farming activities.
- Overseeing farmworkers.
- Devising strategies for harvesting

Feb 2011 - Jul 2011  
(5 Months, 3 Weeks)

## **Waiter**

Jollibee Food Corp.

Food & Beverage / Catering / Restaurant

Bacolod City

- Greet customers and hand out menus.
- Take meal and beverage orders from customers and place these orders in the kitchen.
- Make menu recommendations and inform patrons of any specials.
- Deliver meals and beverages to tables when they have been prepared.
- Check that customers are satisfied with their meal.
- Prepare the bill for tables when requested.
- Administer change to tables if needed.

May 2010 - Nov 2010  
(6 Months, 4 Weeks)

## **Encoder**

Coca Cola Bottlers Phils.Inc.  
Food & Beverage / Catering / Restaurant  
Bacolod City

- Accurately and efficiently encode all data that needs organizing and recording
- Confirm that entered data accurately aligns with original documentation
- Organize and maintain original paper evidence
- Assure files are properly prepared and saved to backup drives
- Transcribe, scan or photocopy hard copy documents and forms as needed
- Self-audit your work checking for errors or duplication
- Organize files in a logical and manageable fashion
- Adhere to and meet set schedules and deadlines
- Input, track, and maintain all encoded data and records
- Perform any other office tasks that management requires assistance with (sending emails, answering phones, etc.)
- Report any major errors or inconsistencies to upper management
- Maintain report logs of in-progress and/or completed work

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## Educational Attainment

Jun 2005 - May 2009

### **La Consolacion College**

Bachelor's / College Degree  
bachelor of fine arts major in advertising

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## Government Documents

### **Passport**

**ID Number:** p7024672b

**Place of Issue:** PE Manama

**Date of Expiration:** Jun 21, 2031