





ELLA CABAGUING

ASPIRING POLITICAL
RESEARCHER / LAWYER

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 112 Phase 3 Area-A Payatas
Quezon City
 N/A

PROFILE

A highly motivated and hard-working person looking for an opportunity to further optimize my skills and expertise paving the way in enhancing my growth, in both personal and professional aspect.

SKILLS

- Administrative and Clerical Support
- Customer Inquiries
- Strong Work Ethic and Dependable
- Data Communications

EXPERIENCE

STUDENT ASSISTANT

Internal Audit Office
2019-Present

- Processes office transactions with administrators, staff, students, and external customers
- Organizes office records and ISO filing
- Answers internal and external calls
- Prepares replenishment, reimbursement and liquidation reports
- Assists in meetings (preparation, set-up, issues, serving snacks, etc.)

EDUCATION

TERTIARY

Adamson University
Bachelor of Arts in Political Science
2019-Present

SECONDARY

Metro Manila College
Humanities and Social Sciences
Batch 2019

STUDENT ASSISTANT

Office of Institutional Planning and Policy
Development
2019-Present

- Supporting strategic decision-making through the integration and analysis of qualitative and quantitative information and data, with a focus on Quality Management Systems-based matters.

ACHIEVEMENTS

Bachelor of Arts in Political Science
Dean's List (A.Y. 2019-2020)
(A.Y. 2020-2021)
Adamson University

Humanities and Social Sciences
Graduated with Honors (2019)
Metro Manila College

ORGANIZATION

Adamson University-Student Assistant Organization
Member
2019-Present

AdU-Pulitika
Member
2019-Present

WEBINARS ATTENDED

- | | |
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| 2022 | <ul style="list-style-type: none">• Kabataang Mulat, Pagpili ng Kinabukasan Nakataya: Amplifying the Influence of the Youth Concerning the 2022 National Elections Amidst of Pandemic (Episode 1)• "PAGHAHASIK: Kamalayan at Pakikilahok sa Pagsasakapangyarihan ng Bayan sa Panahon ng (Dis)Impormasyon." (Webinar Series)• PANGANDOY: An Introductory Webinar on the Indigenous Peoples' Fundamental Right to Self-Determination and Electoral Involvement in the Philippines |
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