

MARY JORGE E. TAGLE

📞 09683736926 | ✉️ mjtagle9@gmail.com | 📍 Metro Manila, Philippines

Passionate, purpose-driven, and ready to make things happen. I'm a fresh college graduate with thrives in fast-paced, creative environments. Whether it's leading a project, crafting relevant content, or collaborating with a team— I bring energy, initiative, and a strong sense of responsibility to every task. With a solid foundation in communication, leadership, and strategy, I'm excited to contribute and make a meaningful impact in a role that values career growth and strong work ethic.

EDUCATION

Bachelor of Arts in Communication

Pasig Catholic College (PCC) | 2021-2025

- With Latin Honors (Cum Laude)
- CSCB Most Outstanding Officer
- Kabayan Partylist—FAPSA Leadership Awardee

Humanities and Social Sciences

Rizal High School (RHS) | 2019-2021

- With High Honors
- DepEd Most Outstanding Leadership Awardee (Division Level)

EXPERIENCE

LEGISLATIVE ASSISTANT

Office of the City Councilor | 2022-Present

- Represented the office on meetings, seminars, workshops, and events.
- Created committee reports for conducted committee hearings.
- Wrote speeches delivered by Councilor De Leon in various events.
- Composed all official communication letters.
- Edited videos and publication materials.
- Conducted research for legislative measures.
- Managed legislative agenda timeline and schedule.

PRESIDENT

Pasig Catholic College - College Department Student Coordinating Body | 2024-2025

- Represented the student body in meetings with administration and external stakeholders.
- Led the student government team and coordinated campus-wide events and initiatives.
- Advocated for student needs, contributing to improvements in campus policies and services.
- Delivered speeches at official events and maintained open communication with students.

SOCIAL MEDIA MANAGER

Freelance | 2022-2023

- Created, curated, and managed content for social media platforms to attain business goals.

CUSTOMER SUPPORT

Blue Aurora Solutions Inc. | 2021

- Assisted customers regarding their inquiries on the business of the company.

PRESIDENT

RHS Supreme Student Government | 2020-2021

- Led and organized various school events and projects.
- Contributed to the implementation of the School Improvement Plan.
- Represented the student body in local and national meetings on virtual learning.
- Participated in advocacy initiatives and external planning sessions.
- Drafted official communications and edited media content for social platforms.

SKILLS & INTERESTS

Skills: Communication, Hosting, Leadership, Research, Adaptability, Time Management, Problem Solving, Multitasking, Basic Video & Photo Editing, Basic Computer Literacy.

Interests: Organizational Management, Public Communications, Public Relations, Social Media.

Technologies: Google Docs, Google Sheets, Microsoft Excel, Microsoft Word, PowerPoint, Canva, OBS, Capcut, Slack.

Spoken Languages: Filipino and English.