**Martin Anthony M. Mangahas**

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**HIGHLIGHTS OF QUALIFICATION**

* 8+ years of experience in working in government offices with multicultural members of different age groups and occupational backgrounds
* 8+ years of experience in writing pleadings and other legal documents
* Proficient in conducting research and analysis
* Graduated from recognized institutions by the World Education Services (Canada)
* Post Graduate Degree in Law
* Bachelor’s Degree in Public administration
* Proficient in MS Office, Audio Visual Documentation and Adobe Lightroom
* Classically trained cook with experience working in a professional environment

**WORKING EXPERIENCE**

**Law Clerk, Law Offices of George Garvida, 2014 to present**

* Prepares, proofreads, and writes pleadings and other legal documents
* Researches and analyzes relevant laws pertaining to handled cases
* Responsible for filing legal documents and correspondence with the proper court or government agency

**Grill Master, Harvey’s Canada 2016 to 2017**

* Responsible for the preparation of various items in the menu
* Maintaining the cleanliness and orderliness of the entire kitchen area
* Taking orders and inventory of stock and supplies for the store

**Legal Consultant, Office of the Mayor of Pasay City, Philippines, 2013 to 2015**

* Provides legal advise regarding media publications and public relations
* Speech Writer

**Co-Founder and Programs Manager, Nous Plus Canada, 2014 to present**

* Develops performance metrics for small startups and non-for-profit organizations
* Provides recommendation to improve workflow and implementation of projects
* Develops and maintains database of grant giving institutions
* Prepares and submits grant proposals for non-for-profit organizations
* Conducts documentation of events
* Copy edits content for the web and social media

**Consultant, Eclaro Business Inc., 2014 to 2015**

* Responsible for undertaking the appropriate legal processes for the corporation to be registered as a non-pioneer PEZA enterprise; such as but not limited to, drafting affidavits and contracts, drafting other various public and non-public documents, among others

**Consultant/Legal Researcher of Rep. Jonathan A. Dela Cruz, Philippine House of Representative, 2014 to 2015**

* Responsible for research regarding proposed bills and amendments, their legality, feasibility and applicability
* Assisted in the preparation of Congressional bills and resolutions
* Coordinated with various Executive Departments and Agencies such as the Department of Health, the Department of Social Welfare and Development, and the Commission for Higher Education among others; in providing needed assistance for the Representative’s constituents.

**Legal Researcher, Department of Justice of the Philippines, 2013 to 2014**

* Proposal of Amendments and Revisions to the Revised Penal Code of the Philippines.
* Responsible for recording and transcribing the minutes of meetings between counterparts of the Executive, Judiciary, and Legislative sectors of the government.

**Researcher/Legal Aid, The Northern Explorer Resource Development and Management Company, 2012 to 2013**

• Conduct of Financial Study for the Proposed Fishing Operation in Papua New Guinea.

• Conducted financial analysis using a variation of tools such as Cost-Benefit analysis, Market Study, and Environmental Impact regarding the proposed project.

• Researched Legal implications and technicalities surrounding the proposed project and prepared legal opinions.

**Researcher, Feasibility Study on the Development of a Fish Processing Plant in Pangasinan, Philippines, 2011 to 2012**

• Researched data such as local population, local market trends, and efficiency of production, and prepared financial analysis based on the acquired data.

• Researched Legal implications and technicalities surrounding the proposed project and prepared legal opinions.

**INTERNSHIP AND TRAINING EXPERIENCE**

**Survey Agent, National College of Public Administration and Governance, University of the Philippines, 2011**

* Handed out and collected survey forms to commuters and vehicle owners
* Encoded data

**Intern, College of Law, University of the Philippines, 2008 to 2009**

* Handled legal cases on Philippine Corporate, Labor, Civil, and Criminal Laws under the supervision of a Lawyer.

**Intern,** **Local Government Academy, Department of Interior and Local Government, Philippines**

* Performed clerical work such as data entry, filing, organizing schedules and made sure that correspondence was delivered to the correct person or department.

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**EDUCATION**

Juris Doctor Lyceum of the Philippines University (2012)

University of the Philippines College of Law (2005-2011)

Bachelor of Arts Major in Public Administration, University of the Philippines Diliman (2004)

Fundamentals in Culinary Arts Program, Center for Culinary Arts, Manila (2004)

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**REFERENCES**

***Provided upon request***