

MARK JAMES J. CAUTIBAR

OPERATIONS MANAGER

CONTACT



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SKILLS

- Excellence organizational skill.
- Computer Literate
- Demonstrate a strong ability to analyze problems.
- Excel in intercommunications and interactions
- Demonstrate natural leadership ability

EDUCATION

Technological University of the Philippines - Manila

Bachelor of Science in Information Technology

2021 - Present

AWARDS

- **Dean's Lister** – AY 2021-2022 - 1st Sem
- **President Lister** – AY 2022-2023 – 1st Sem
- **Dean's Lister** – AY 2022-2023 – 2nd Sem
- **Academic Excellence Award** – Since 2018 - 2020

RESUME

A passionate student pursuing a degree in Information Technology, driven by my ardent to discover new horizons. I aspire to elevate my proficiency and acquire a new set of skills, knowledge, and experience. I'm seeking to contribute significantly to the organization's growth by enhancing service quality. With my strong determination, ambition, and commitment, I aim to drive positive advancements within the organization.

EXPERIENCE

OPERATIONS MANAGER – TUP TECH GUILD

Technological University of the Philippines – Manila

2023 – Present

- Manage operational activities at all organizational levels.
- Strategizes process improvements to ensure that everyone's tasks are accomplished on time.
- Assisting the Senior Executive Manager in managing and coordinating the organization.

OPERATIONS MANAGER ASSISTANT – TUP TECH GUILD

Technological University of the Philippines – Manila

2022 – 2023

- Manage operational activities at all organizational levels.
- Strategizes process improvements to ensure that everyone's tasks are accomplished on time.
- Assisting the Operations Manager in managing and coordinating the organization.

ASSISTANT P.R.O – TUP USG MENTAL HEALTH CARE

Technological University of the Philippines – Manila

2022 – 2023

- Planning concepts by studying relevant information and materials.
- Creating a wide range of graphics and layouts for the organization
- Assisting the Public Relation Officer in creating a variety of contents in the organization.

CLASS OFFICER – VICE PRESIDENT

OUR LADY OF FATIMA UNIVERSITY

2019 – 2020

- Lead representation at the discipline or subject level
- Take the full responsibilities as the leader of the class when president is absent.
- Work with the president, secretary, and adviser to prepare necessary documents for submission.