



MEG FRANCO BACAL

OBJECTIVE

Be a responsible employee who is able to adjust through the difficulty of the work. Strive to continually learn from each experience apply them as efficiently as possible. Growth and development are my main focus.

CONTACT

Block 38, Lot 23 Xavier Height
Subdivision, Upper Balulang,
Cagayan De Oro City, Misamis
Oriental

Contact Number

09778102681

Email

mykobacal23@gmail.com

INTERESTS

- Event Organizing
- Leadership and people management

SKILLS

- MS Excel, MS Word, Powerpoint and other related MS Programs
- Coding
- Event Organizing
- Research
- Attention to Detail

EDUCATION

XAVIER UNIVERSITY LAW SCHOOL

JURIS DOCTOR

2017 - 2019

SILLIMAN UNIVERSITY

BACHELOR OF SCIENCE IN BUSINESS COMPUTER APPLICATION

2012 - 2016

XAVIER UNIVERSITY ATENEO DE CAGAYAN

SECONDARY EDUCATION

2009 - 2012

EXPERIENCES

UPWORK

DATA ENCODER

2017 - 2018

- Research company features that were given by clients.
- Research the contact numbers and email address.
- Oversee and review colleague's work.
- Create reports on research materials.

SILLIMAN UNIVERSITY ALUMNI ASSOCIATION INTERNSHIP

2015 - 2016

- Observe business practices and process.
- Consult possible users on the difficulties of the process and gave recommendation on how they could improve it.
- Create a software that they could use to track members and membership payment.
- Provide tutorials and maintenance for the software.

EXTRA-CURRICULAR INVOLVEMENT

CIVIL SERVICE PASSER

2017

ONE LUZON SILLIMANITES

VICE PRESIDENT

2016

TREASURER

2015

PAN HELLENIC SOCIETY (ΓΠ - ΓΣ)

PRESIDENT

2016

TREASURER

2015

MEMBER

2012 - 2014

BUSINESS COMPUTER STUDENTS OF SILLIMAN UNIVERSITY

MEMBER

2012 - 2016

CHARACTER REFERENCE

KAISER VAL QUEZADA

SOFTWARE ENGINEER, ACCENTURE

KAISERNQUEZADA@GMAIL.COM

09174351456

ARGLENN IAN AGUIMAN

VIRTUAL ASSISTANT, UPWORK INC.

ARGLENNAGUIMAN@GMAIL.COM

09354838936

JOEY CACACHO

FREELANCING BUSINESS

JOEY.CACACHO@GMAIL.COM

09153641839