



Name: McNeil Bryan Basan Bejoc

Birth date: November 25, 1990

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#### **PERSONAL BACKGROUND:**

Nickname: Mackie ☺

Address: McKinley Street, Cogon West Carmen Cebu

Gender: Male

Age: 24

Place of Birth: Cebu City

Civil Status: Single

Height: 5'6"

Weight: 95kls. /209lbs

Religion: Roman Catholic

Citizenship: Filipino

#### **OBJECTIVES:**

I am looking for a suitable job position and opportunity where I could practice and use my knowledge and develop my personality especially patience as a simple person where I could utilize my skills. To bring out the best of my potentials for the glory of the Heavenly Father and for the benefit of my employer, the community, and myself in preparations for the future achievement in top management.

## **SUMMARY OF QUALIFICATIONS:**

- Effective Communicator, Patient, Responsible, Innovative, Dedicated, Exposed and interacted with a wide variety of personality.
- Good both oral and writing English communication skills
- Willing to render overtime hours and to work on shifts/ holidays and can work under pressure
- Can do things or tasks without being told.
- Detail-oriented “multi-taker”. Able to balance comports priorities and tight deadlines.
- Known for quality, timely completion of projects.
- Can work well with colleagues and able to handle complaints.
- Can be trusted for company’s permits, cash or funds, licenses and other legal documents.

## **EDUCATIONAL BACKGROUND**

### **Elementary and Secondary**

School: Cebu Academy  
Address: Poblacion, Carmen, Cebu  
S.Y.: 2003-2004 : 2007-2008

### **Tertiary:**

School: Northeastern Cebu Colleges  
S.Y. 2008-2009  
2010-2011  
Address: F. Ralota Street, Danao City

**School: Colegio De San Antonio de Padua**  
Address: Guinsay, Danao City, Cebu  
S.Y. 2011-2014- **Bachelor of Science in Travel Management Graduate**

**SEMINARS ATTENDED:**

- “Tourism Congress – “Tourism, Sustaining Growth And Global Presence”
- “Leadership” - Knowledge Enhancement Towards Global Preparedness”
- “Total Quality Management’ - Knowledge Enhancement Towards Global Preparedness”
- “Striving Towards Competency Improvement”
- “Developing One’s Full Potential Through Business”
- “Hotel Operations”
- “Managing A Small Luxury Hotel As A Beginner”
- “Hotel Operations”
- “The Art Of Creating New Professional Image”
- Crossing Beyond The Edge Of Knowledge For Global Competence ( Emergency Preparedness)
- Crossing Beyond The Edge Of Knowledge For Global Competence ( Business Law & Ethics)
- Certificate Of Completion/Certification Of OJT (On-The-Job-Training)

**OJT/WORK EXPERIENCES:**

- ON THE JOB TRAINING (OJT) HCC Airland Travel and Tours  
A.C. Cortes, Mandaue City, Cebu, Philippines 6014  
720 hours (3 months)
- Computer Technician- Reformatting/ Repairing computers/ Assemble/ Installation of computers

## **THESIS/BOOKS/TERM PAPERS/OTHER WORKS**

- “How Poverty Affects The Performance Of Cebu Academy Students”
- “Paano Nakakaapekto Ang Kahirapan Ng Mga Estudyante Ng Bstrm At Bshrm Ng Kolehiyo Ng Northeastern Cebu Colleges”
- “Evaluation Of The Facilities And Services Of Ocean 8 Garden Resort: Proposed Plan Of Action”
- “Mckrinegle Restobar”
- “A Proposed DOT Accredited Travel Agency In Danao City, Cebu”

## **RECOGNITIONS/AWARDS:**

- Perfect Attendance
- Perfect Attendance
- Certificate Of Attitudinal Competence
- Organizing Committee for Restoration and Beautification of Ramon Durano Foundation Compound
- Tour Guide Of The Month

## **SKILLS:**

- Microsoft Suite ( Word, PowerPoint, Excel, OneNote, Publisher)
- Clerical works/ Office works/ Encoding all types of data
- Downloading and uploading files from Internet
- Reformatting, repair and installation of software's for computer
- Familiar with different computer operating systems like Mac OS, Linux, Unix, Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1 and Windows 10
- Can speak Basic Japanese language
- Online booking of tickets especially Airlines and pay via online
- Can sing or perform a song with or without a band

## **CHARACTER REFERENCES:**

- **DR. RONALD B. PAYAO**

Instructor

Cebu Institute of Technology University

Cebu City

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- **MS. BEATRIZ B. GARCIA**

Administrative Aide VI

BFAR RFTC Office

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- **HON. RENE K. MAHILUM**

Barangay Captain

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Mobile: +639365331707

I hereby affix that the information above is true and correct.

**MCNEIL BRYAN BASAN BEJOC**  
Applicant