



Atty. **Raquel Q.
Calesterio-Grande**

PROFILE

- Dynamic and motivated professional with varied experience in legal, audit and compliance sectors;
- Worked as a Paralegal in private corporations;
- Displayed initiative in drafting demand letters and pleadings;
- Strong communication and interpersonal skills to work effectively within a multi-national environment
- Able to manage a varied portfolio of work, multitask and work under pressure.

CONTACT

PHONE:
0927-310-8916

E D U C A T I O N

Post Graduate 2007-2011

Southwestern University

- Juris Doctor

Tertiary 2001-2005

University of the Philippines in the Visayas Tacloban

- Bachelor of Arts in Communication

WORK EXPERIENCE

- *Administrative Officer IV (October 27, 2017 - Present)*
- *Administrative Officer II (September 2, 2015-October 26, 2017)*

COMMISSION ON AUDIT RO VIII

Candahug, Palo, Leyte

• *Compliance Officer (March 2014-Present)*
ACTED (Philippines)
Hacienda Verde, Utap, Tacloban City

• *Liaison Officer/Paralegal*
(August 2012-August 2013)
Triple I Consulting, Inc.
F. Cabahug St., Mabolo, Cebu City

• *Paralegal (April 23, 2012-July 23, 2012)*
Miascor Holdings, Inc.
SGV II, Ayala Ave., Makati City

• *Risk Management Analyst/ Training Assistant*
(May 2007-April 2011)
AEGIS PEOPLE SUPPORT (PHILS.), INC.
Skyrise Bldg., Asiatown Park Lahug, Cebu City

• *Claims Analyst (Jan 2006-April 2007)*
ACCENTURE, INC.
9th Floor Gateway Mall, Cubao, Quezon City

• *Copywriter (Sept 2005-Dec 2005)*
OPTIM AD SOLUTIONS, INC.
Suite 412 Cityland 10 Tower I H.V. Dela Costa St., Makati City

• *Marketing Staff (June 2005-Aug 2005)*
CISCO SYSTEMS
24th Fl. Citibank Tower Paseo de Roxas, Makati City

S K I L L S

- Computer applications proficiency
- Excellent English communication skills
- Hosting
- Legal Writing and Research Skills