



Atty. Raquel Q.
Calesterio-Grande

Blk. 13 Lot 48, Montview
Residences, Tacloban City

0927-310-8916
attykelee@gmail.com

OBJECTIVE

- To secure a legal officer position commensurate to my qualifications

SUMMARY OF QUALIFICATIONS

- 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.

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

- Evaluates recommendations for recruitment and promotion, checks if documents are complete and in order and requires the same when necessary.
- Processes applications for leave, retirement, resignation, and requests for transfer and/or authority to travel abroad
- Performs other related duties as may be assigned by superiors from time to time

COMPLIANCE OFFICER (March 2014-Present)

ACTED (Philippines)

Hacienda Verde, Utap, Tacloban

City

- Ensures that the organization's compliance procedures are properly implemented by all staff at capital and field levels
- Provides audit support to ACTED's emergency response and rehabilitation operations for Typhoon Haiyan

LIAISON OFFICER/PARALEGAL (August 2012-August 2013)

TRIPLE I CONSULTING, INC.

F. Cabahug St., Mabolo, Cebu City

- Assures operational support to the Legal and Consulting team
- Liaises with different government agencies such as PEZA, Cebu City Hall, BIR, etc.
- Performs all other duties stated in the ISO-9001 Procedure

Paralegal (April 23, 2012-July 23, 2012)

MIASCOR HOLDINGS, INC.

SGV II, Ayala Ave., Makati City

- Updates entries in Stock and Transfer Books and General Information Sheets Performs legal and records research such as Articles of Incorporation, By-Laws

Risk Management Analyst/ Training Assistant (May 2007-April 2011)

AEGIS PEOPLE SUPPORT (PHILS.), INC.

Skyrise Bldg., Asiatown Park

Lahug, Cebu City

- Gives quick and accurate data to customers in a financial account
- Answers credit card inquiries and assists customers over the phone

Claims Analyst (Jan 2006-April 2007)

ACCENTURE, INC.

9th Floor Gateway Mall, Cubao, Quezon

City

- Delivers analytic support on data issues for proper reimbursement in a health insurance account

COPYWRITER (Sept 2005-Dec 2005)

OPTIM AD SOLUTIONS, INC. Suite 412 Cityland 10 Tower I H.V. Dela Costa St., Makati City

- Performs key role in creating communication letters to meet clientele's needs

MARKETING STAFF (June 2005-Aug 2005)

CISCO SYSTEMS

24th Fl. Citibank Tower Paseo

de Roxas, Makati City

Prepares and updates baseline demographics of company's business partners

EDUCATION

Post Graduate 2007-2011

Southwestern University

Juris Doctor

Tertiary 2001-2005

University of the Philippines in the
Visayas Tacloban College

Bachelor of Arts in Communication

Arts

ELIGIBILITY

RA 1080 (Bar)

Passed

Admitted to the Bar June 3, 2022

Roll No. 83114

Civil Service Career Service Professional

Passed

April 10 2005

PERSONAL INFORMATION

Age: 37
Sex: Female
Status: Married
Date of birth: February 28, 1985
Citizenship: Filipino

CHARACTER REFERENCES

Atty. Al Rey Ouano

Prosecutor
Cebu City, Philippines
0923-292-8229

Hon. Thea Gicela C. Nueve-Zamora

MCTC Judge
Biliran, Philippines
0917-559-8094

Atty. Rovelson R. Velmonte

Atty. Rovelson R. Velmonte Law Office
Isabel, Leyte
0917-119-5703