

CABUG-OS, MICHAEL O.



OBJECTIVE

To obtain a job that fits to my work experience and knowledge, and contribute a good image of productivity and use my analytical thinking and problem-solving skills with your Institution.

CONTACT

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09971551978

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CHARACTER REFERENCE

Dr. Eliza V. Gamusa

Director, Special Academic
Program
Northwest Samar State University
09061312433

Engr. Joseph Marian B. Romano

Head, Sports and Physical Fitness
Development Office
Northwest Samar State University
09163604111

Dr. Ana Gretchen D. Tobe

Director, IMCO
Coordinator, Student Internship
& Local Off-Campus
Northwest Samar State University
09358951836

EDUCATIONAL ATTAINMENT

GRADUATE STUDIES:

Northwest Samar State University - Calbayog City, Samar
2003 - 2005
30 units: Master in Public Management

TERTIARY:

Saint Joseph College – Maasin City, Southern Leyte
1996 - 2000
Graduated: Bachelor of Science in Commerce, Major in
Management

University of Cebu – Sancangko St., Cebu City
1991 – 1996
Bachelor of Science in Computer Engineering

SECONDARY:

Saint Joseph College – Maasin City, Southern Leyte
1987 - 1991
High School

ELEMENTARY:

Tomas Oppus Pilot School – Maasin City, Southern Leyte
1981 - 1987
Elementary School

WORK EXPERIENCE

Northwest Samar State University - Calbayog City, Samar
December 1, 2005 – Present
Administrative Officer II
Permanent Position

Northwest Samar State University - Calbayog City, Samar
(Former: Tiburcio Tancinco Memorial Institute of Science & Tech.)
January 9, 2003 – November 30, 2005
Administrative Aide I
Contractual

Coca-Cola Bottlers Philippines, Inc. – Calbayog City, Samar
January 2001 – December 31, 2002
Sales Office Assistant
Permanent Position

SKILLS

- Organizational and motivational skills
- Analytical thinking and problem-solving skills
- Time management skills
- Good team player and multitasking capabilities
- Flexible to changes and has sense of urgency
- Strong written, oral, and interpersonal skills
- Experienced facilitation and presentation skills

PERSONAL INFORMATION

DATE OF BIRTH: June 29, 1974
SEX: Male
NATIONALITY: Filipino
CIVIL STATUS: Married
HEIGHT: 5'4
WEIGHT: 65 kg.

I hereby certify that the above information is true and correct
to the best of my knowledge.

MICHAEL O. CABUG-OS