



JORGE G. GARCES

Bachelor of Public Administration

PROFILE

A highly motivated and dedicated fresh graduate in Public Administration, seeking a dynamic and challenging opportunity that leverages my skills and knowledge to drive growth, development, and positive change.

WORK EXPERIENCE

- Abby Dyanne's Printing Press** 2021-2025
Part-time Bookbinder Specialist
 - Manage Bookbinding operations, ensuring high-quality production and adherence to deadlines.
 - Oversee new staff, providing guidance, training, and mentorship to promote skill development and excellence.
 - Coordinate with stakeholders to understand bookbinding needs and deliver customized solution.
- Professional Regulation Commision** February-March 2025
On-the-Job Trainee
 - Provided client support and administrative assistance
 - Managed records and documents, ensuring accuracy and efficiency
 - Maintained organized files and databases
 - Processed applications, certifications, and renewals
 - Assisted with various administrative tasks and supported team members

TRAININGS AND SEMINARS

- "Youth Empowerment: Shaping Tomorrow's Leaders"
SLSU Main Campus - Sogod, Southern Leyte
December 1, 2023
- "The Role of Public Administration in Achieving Sustainable Development Goals"
SLSU Maasin City Campus - Tunga-tunga Maasin City, Southern Leyte
November 13, 2024
- "Labor Marketing Information"
SLSU Maasin City Campus - Tunga-tunga Maasin City, Southern Leyte
January 20, 2025
- "Labor Law" and "Labor Education for Graduating Students"
SLSU Maasin City Campus - Tunga-tunga Maasin City, Southern Leyte
January 21, 2025

REFERENCE

Ma. Risa Jean C. Pasculado, MPA

BPA Department Head/ Instructor

Phone: 0985 457 5814

Address: Combado, Maasin City

Norbella J. Roxas, MPA

OJT Adviser/Instructor

Phone: 0922 511 6589

Address: Tunga-tunga, Maasin City

CONTACT

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✉ Jorgecuber26@gmail.com

📍 Maasin City, Southern Leyte

EDUCATION

2019-2025

**SOUTHERN LEYTE STATE UNIVERSITY -
MAASIN CITY CAMPUS**

- Bachelor of Public Administration
- GPA: 1.36
- *Magna Cum Laude*

ELIGIBILITY

- Career Service Eligibility - Professional
- Honor Graduate Eligibility

SKILLS

- Good Management Skills
- Public Relations
- Teamwork
- Time Management
- Leadership
- Critical Thinking
- Flexible

LANGUAGES

- English
- Tagalog
- Bisaya