



## CONTACT

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### PHONE

09922453350

### EMAIL

paulocagnan69@yahoo.com

### ADDRESS

Brgy. Binulho Javier Leyte

## SKILLS

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- Computer Proficiency
- Good Communication
- Fast Learner
- Adaptability
- Time Management

## REFERENCES

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Dr. Melane Aguilar  
BSOA HEAD - EVSU main campus  
09292536930

Mrs. Josephine Saoy  
Javier Municipal Secretary  
09985431204

# PAULO L. CAGNAN

## BS OFFICE ADMINISTRATION

## ABOUT ME

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A hardworking and Self motivated recent graduate in Office Administration. Have a short experience in office duties and I am looking for a position which will challenge me and put my knowledge and skills to gain practical exposure and understand the inner workings of the company to learn and grow as an employee.

## WORK EXPERIENCE

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### Student Intern - Office of the President (EVSU)

January 2022 - March 2022

- Filing and Sorting the files and related documents.
- Delivering and Receiving documents to different offices.
- Handling and Assisting guest.
- Encoding and printing the documents.

### On-the-job Training immersion - Javier Municipal Hall

January 2017 - February 2017

- Filing and Sorting files.
- Assisting clients on their concerns and orders.
- Encoding and printing documents
- Delivering documents to different offices.
- Assisting coworkers on their job.

## EDUCATION

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### Eastern Visayas State University (2018-2022)

Bachelor of Science in Office Administration  
Cumlaude

### Javier National Highschool & SHS (2012-2018)

General Academic Strand (GAS) 2016-2018  
With Honors

### Binulho Elementary School (2006-2012)