

# GRANT F. CAGALAWAN



## Professional Summary

A well-equipped, flexible, and highly motivated individual looking for a position in your reputable and growth friendly environment to acquire in depth knowledge, professional skills and concrete experiences aligned to my competencies that are conducive to my professional growth as well as to the success of the organization.

## Work Experiences

### Admin Staff/ Admin Assistant

SPP Construction Company 2019-2020

- Organizing and maintaining records, files, and databases. Scheduling appointments and maintaining calendars. Also, writing memos and transcribing recorded dictation.

### Office Assistant

Gemsense Tourism 2020-2022

- Create and update records of the employees as well as ensuring accuracy and validity of their information, and scheduling meetings and appointments of the boss.

### Sales Staff

Bench Clothing Burjuman Mall 2022-2023

- Greeting customer, helping them to find items in the store, ringing up to purchases.

## Education

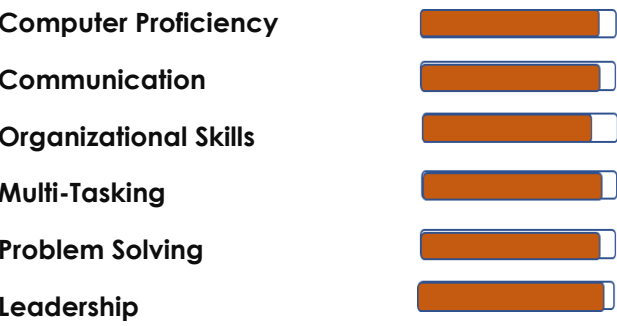
### Senior High School

St. Rita's College of Balingasag, Philippines (2017-2018)

### Misamis Oriental National High School (Junior High School)

Balingasag, Philippines

## Skills



## Contact



Ras Al Khor, Wasl Residences



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## Other Information

Nationality: Filipino (Philippines)

Status: Single

Age: 24 years old

## Languages

English



Filipino



## Reference

Jovelyn Allarse Suerto

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