



MANILYN P. BERNALES

Adelfa Dist. Brgy.1 Poblacion, Nasipit, Philippines

Mobile No. 09977617232

Email Address:mb19871125@gmail.com

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OBJECTIVE:

To obtain a full time position that offers a professional working environment and enables me as a graduate to grow, while meeting the corporation's goal.

EDUCATION:

ELEMENTARY: WEST CENTREAL ELEM. SCHOOL(WCES)

School Year: 1994-2000

R. Palma St. Butuan City

Agusan del Norte ,Philippines

Secondary: Agusan National High School (ANHS)

School Year: 2000-2004

A.D. Curato St. Butuan City

Agusan del Norte ,Philippines

Tertiary: Father Saturnino Urios University (FSUU)

Course:BACHELOR OF ARTS MAJOR IN COMMUNICATION ARTS

School Year:2004-2008

San Francis St. Butuan City

Agusan del Norte ,Philippines

TRAINING & SEMINAR:

- KoopCash Training
- Good Governance, Marketing Management & Remedial Management
- CU-TE Foundation Inc. (Servant Leadership –Elemental to the Leadership and to the Organization)
- 2nd Student Congress for Arts & Sciences
- Human Security Act Seminar
- Inculcating Culture of Peace in Education
- Languages Skills Training

WORK EXPERINCE:

- Summer Job in Local Government Unit (LGU) Butuan City
- Internship in Radio Broadcasting
(FM Radio Station 88.7 REAL RADIO Butuan City)
- Bayantel Telecommunication, Butuan City Philippines
(TELEMARKING OFFICER- March 2008)
- Arriba Call Center Cagayan de Oro City
(Call Center Agent – October 2008)
- Agusan del Norte Teacher Retirees Employees & Community Cooperative (ANTRECCO) Butuan City Philippines
(Marketing Officer/ Teller –March 2013)
- Health Station Ent. Inc. Butuan City Philippines
(Training Recruitment Assitant- May 2014)

- Digitel Mobile Philippines Inc. (Suncellular Telecommunication)
(Customer Representative II- July 2014)
- Gonzalez & Associates Law Office
(Executive Secretary March 16, 2016- December 30, 2024)

PERSONAL DATA:

Nickname: Lyn
Date of Birth: November 25, 1987
Birth Place: Butuan City Agusan del Norte, Philippines
Civil Status: Married
Husband Name: Garry G. Bernales
Height: 5’2
Weight : 50kgs.
Sex: Female
Citizenship: Filipino
Father: Huberto G. Paglinawan (DECEASED)
Occupation: Government Employee
Mother: Melinda R. Paglinawan
Occupation: Government Employee (Retired)
Hobbies: Playing Badminton, Singing and reading articles regarding
Event in Local or World

REFERENCES:

- 1. ANNIELYN A. RAGASAJO**
Executive Secretary
Gonzalez & Associates Law Office
PS Arcade Bldg. J. Rosales Ave. Butuan City
09855276748
- 2. AIZY LYN P. JOLOYOHOY**
Procurement Management Unit
Office of Civil Defense (OCD)- Caraga Region
Bancasi, Butuan City
09091195761
- 3. MECHAELE E. DAPAL**
View Sunshine Real Estate Services
Agusan Pequeno, Butuan City
09482176176

January 24, 2025

THE MANAGER

Sir/Madam:

I have chosen your good office as of my prospect in applying for a job that suited to my qualification.

I am **MANILYN P. BERNALES**, a resident at Adelfa St. Brgy.1 Poblacion, Nasipit, Agusan del Norte Philippines. I graduated Bachelor of Arts Major in Communication Arts at Father Saturnino Urios University, Butuan City.

I am looking forward that through your good self I will be given a chance to work in your office and be part of your services and good management.

Attached herewith are my resume and other pertaining documents that will attest to my qualifications. I am very much willing to come for an interview at your convenient.

Given the chance to be accepted in your company, I shall return the gratefulness by living up to the standards of excellent services.

If you wish to contact me for an interview, I may be reach at 09977617232 or to my email address mb19871125@gmail.com.

Thank you and God Bless!.

Respectfully yours,

MANILYN P. BERNALES

Applicant

REPUBLIKA NG PILIPINAS / REPUBLIC OF THE PHILIPPINES

URL/ Type
P

Kodigo ng bansa / Country code
PHL

Passaporto big / Passport no
EC4625759



Apellido / Surname
BERNALES

Pangalan / Given names
MANILYN

Panggitnang apelyido / Middle name
PAGLINAWAN

Araw ng kapanganakan / Date of birth
25 Nov 87

Kasarian / Sex
F

Pook ng kapanganakan / Place of birth
BUTUAN CITY

Araw ng pagkakaloob / Date of issue
11 Jul 15

Araw ng pagkawalang bisa / Valid until
10 Jul 20

Nationhood / Nationality
FILIPINO

Maykasinyarhang magkaloob / Issuing authority
DFA BUTUAN

Lagda ng pinagkalooban / Holder's signature

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