



JUBILLE C. GANAGANAG

I have a strong academic record with skills in data entry, MS Office, Canva, Photography and editing. Highly organized, adaptable, and capable of working independently with excellent communication skills.

CONTACT INFORMATION

Address:
Muraqqabat, Diera Dubai
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PERSONAL INFORMATION

Age: 24 years old
Gender: Female
Date of Birth: December 27, 2000
Civil Status: Single
Citizenship: Filipino
Religion: Roman Catholic
Height: 5'6

REFERENCES

Mr. Antonio Bendal Jr.
College Dean
+63 915 135 8345

Mr. Joemel B. Recamara
CAAP-Dumaguete (Internship
Supervisor)
+63 935 524 6907

EDUCATIONAL ATTAINMENT

Collegiate
School: Foundation University
Course: Bachelor of Science in Tourism Management
School Year: 2019-2023
Awards: Dean's List Awardee- 1st Year
President's List Awardee-2nd Year
Dean's List Awardee-3rd Year
President's List Awardee-4th Year
Cum Laude- 4th Year

Secondary
School: Infant King Academy
School Year: 2013- 2018
Award: Class Honors-With Honors

Primary
School: San Jose Elementary School
School Year: 2007- 2012
Award: Salutatorian (2nd Honors)

WORK AND TRAINING EXPERIENCES

- Civil Aviation Authority of the Philippines(CAAP)-
Dumaguete , Admin and Finance Intern
Address: Dumaguete City, Domestic Airport
300 Hours
- Fundamentals of Digital Marketing -Training
- Sustainable Tourism (Promoting Environmental
Public Health- Training
- Sales and Customer Service Representative
White Glove Service Coordinator- Called Caller
Address: ECE Contact Centers-Dumaguete City
19 Months (1 year and 7 months)
- Freelance Photographer and Video Editor
Part-Time

QUALIFICATIONS/SKILLS

- Strong Data Entry Skills, Computer Literate with
High proficiency level in MS Excel, Word and Power
Point, Canva and Editing
- Patient, Flexible, Self-Motivated, and able to Multi-
task
- Organized, Systematic, Result Oriented and can
work with minimum supervision
- Good Interpersonal and Organizational Skills
- Proficient in English Language.