**JUSTINE KAYE B. PORCADILLA**

9th 20th, Nazareth, Cagayan de Oro City, CDOC

09067960370

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**EDUCATION**

**BS in Business Administration – Major in Marketing** 2018 – present

Xavier University – Ateneo de Cagayan, Corrales Ave, CDO

**General Academic Strand** 2016 – 2018

Dangcagan National High School, Poblacion, Dangcagan, Bukidnon

**TECHNICAL SKILLS**

**Software:** Microsoft Word, Publisher, PowerPoint

**Operating System:** Windows

**RELATED WORK EXPERIENCE**

**Work Immersion at D’ Asian Hills Bank**

* *Sorting files for workers*
* *Sorting databases for workers and employees*
* *Filing, and arranging documents*
* *Use computer program to fill in job inquiries*

**2 Years ESL Online Teaching Experience**

**ON CAMPUS INVOLVEMENT**

**Junior Marketing Association (JMA)** *Member* August, 2019

**Xavier University Scholars’ Guild (XUSG)** *Vice- President 2018-2019*

**ADDITIONAL SKILLS**

* **Excellent Communication Skills:** Junior and Senior High School English Proficiency Awardee (Oral and Written)
* **Social Media Skills:** Channelling Marketing through Media Art at Xavier University-Ateneo de Cagayan- Attendee Interpersonal skill
* Organizational skills
* **Presentation skills**
* **Sound decision-making skills**
* **Research Skills:** Research Code of Ethics and Laws Seminar-Attendee
* **Interpersonal skills:** Xavier University Scholars’ Guild Basic Orientation and Leadership Training- Member 1 st Mindanao Scholars’ Summit at Ateneo de Davao University- Facilitator TINDIG: The 7th Philippine Scholars’ Summit at San Beda University, Manila Delegate.