

# GRANT PANGANIBAN

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## CAREER OVERVIEW

I am a visually, linguistically, and multi-faceted individual that is capable in surmounting nearly insurmountable tasks. My strengths are concentrated in multiple fields, most particularly in the written and spoken aspect of the psyche.

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## EDUCATION

Bachelor of Arts in English  
Language Studies  
West Visayas State University |  
2020-2024 (Summa cum laude)

## SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Impeccable verbal and written communication skills
- Well-adept in Word, Powerpoint, and Excel

## REFERENCE

Eleonora Padilla, Ph.D.  
Supervisor | West Visayas State University  
epadilla@gmail.com  
eleonora.padilla@wvsu.edu.ph

## EXPERIENCE

### Teacher's Assistant

West Visayas State University | 2023-2024

- Help colleagues and set up the office in a way that streamlines processes
- Sort and distribute correspondence as soon as possible
- Ensure information is accurate and valid by creating and updating records
- Plan and schedule meetings and appointments
- Substitute Teacher when main Teacher is unavailable

### BPO Call Center Agent (Part-time)

Larana Inc. | May 2023 - July 2023

- Costumer's Assistant
- Order log evaluator
- Financial Assistant
- Outbound Calls done - 120 calls

## NOTABLE VENTURES

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- Best in English (Language) 2020
- Best in Research (Innovation) 2020
- Graduated with High Honors from Regional Science High School for Region VI
- Consistent Dean's Lister at West Visayas State University (Silver Awardee for S.Y. 2020-2021 and Consecutive Gold Awarde for S.Y. 2021-2024)
- Graduated as Summa cum laude at West Visayas State University
- Hosted and Produced the webinar "EUT Ta (Educate Understand Talk) A Webinar for Sex Education amongst the Youth" - Webinar was attended by nearly 20,000 people from across the Philippines and Abroad.
- Former representative of Aklan to the Regional Scilympics for the years 2018 & 2019 (Reached the top 15 on both years).
- First Runner-up in Best Thesis (Literary Category) 2024.
- Proficient in Multiple Languages - English, Filipino (Tagalog, Hiligaynon, and Akeanon), Spanish (European), Portuguese, Korean, Chinese (Mandarin), Italian, German and French.
- Published author on Wattpad and Archive of Our Own as well as Volunteer worker on both websites.