**Catangay, John Michael**

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**CAREER OBJECTIVE**



To essentially look for a career wherein I could definitely showcase my abilities and skills, which I learned from the field that I am currently in, which is Political Science. A field of career wherein it consists of a healthy environment and friendly colleagues. As well as to work in an environment that would bring out the best in me and enhance my potential. I am hoping for a position that would best suit my qualities as well as a position where I could certainly serve the people in our society.

**WORK EXPERIENCE**



**Intern | UP Manila Disaster Risk Reduction and Management in Health Program**  *May – July 2024*

* Formulated a review of related literature for a particular research proposal
* Tasked to do research related work particularly in finding areas which are prone to disasters
* Conducted administrative work
* Observed and assessed the participants of the Nationwide Simultaneous Earthquake Drill (NSED)
* Assisted during emergency preparedness simulation
* Created a presentation deck
* Canvassed medical supplies
* Joined the Pilot Testing of UPM Mandatory Occupational and Health Safety Training
* Participated in the two day Basic Emergency Response Team Simulation Training

**EDUCATION**

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 **High School Diploma**

* University of the East Manila, *2014-2016*
* St. Rose of Lima Montessori School *2016-2018*

**Senior High School Diploma**

* Our Lady of Peace School of Antipolo *2018-2020*
* Humanities and Social Sciences Graduate

**College**

* San Beda University Manila *2020-2024*
* Bachelor of Arts in Political Science
* Graduated with Academic Distinction
* Dean’s Annual Honor Roll
* Dean’s Lister
* Undergrad Thesis “Lived Experiences on Civic Participation of Selected Members of BEDANS FOR LENI Movement during the 2022 Philippine Presidential Elections”

**SKILLS AND COMPETENCIES**

**Soft Skills**

* Superb verbal and written communication skills
* Able to effectively lead and work with a group
* Critical thinker and efficient Problem Solver
* Has the initiative to work on certain tasks
* Able to work with pressure by utilizing time management
* Has the passion to work with every task assigned
* Ready to face new challenges and manage various opportunities while producing significant outcomes and reliability at high levels

**Hard Skills**

* Research Writing
* Research Analysis
* Public Speaking and Presentation abilities
* Familiarity with government structures
* Application of the theories under Political Science
* Software expertise (Microsoft Office, and Canva)
* Basic Video Editing
* Formulating content for Publication Materials
* Operating system proficiency (Windows 11)
* IT support (Troubleshooting, system maintenance)
* Web analytics (Google analytics)

**POSITION OF RESPONSIBILITIES**



**Senior High School**

● Class Public Relations Officer

**College**

* Research Committee Staff of The Repvblic “Political Science Organization of San Beda University”
* Executive Coordinator of Research Committee of The Repvblic “Political Science Organization of San Beda University”
* Research Committee Member of Bedan Volunteers
* Multimedia Head of Bedan Volunteers
* Member of San Beda Electoral Board
* Outgoing Exchange Member of AIESEC in San Beda
* Treasurer of Bedan Advocacy and Consciousness Enhancement Society
* Associate Public Relations Officer of Social Sciences and Humanities Association
* Public Relations Officer of Social Sciences and Humanities Association
* Internal Vice President of Social Sciences and Humanities Association
* Campaign Ambassador for Nationalist Youth and Progressive Democrats

**ORGANIZATION EXPERIENCES**

* Research Committee Staff of The Repvblic “Political Science Organization of San Beda University”
	+ Formulated captions and content for publication materials
* Executive Coordinator of Research Committee of The Repvblic “Political Science Organization of San Beda

University”

* + Designated tasks to research committee members
	+ Wrote an article for inquirer pop and the post.net
	+ Creation of caption and research related materials
	+ Handled the official twitter account
	+ Transcribing audio into text
	+ Distributed food supplies to a particular community
* Research Committee Member of Bedan Volunteers
	+ Assigned in writing captions intended for certain publication materials
* Multimedia Head of Bedan Volunteers
	+ Picture and Poster Editing
	+ Video Editing
	+ Formulated captions for publication materials
	+ Handled the official social media accounts
	+ Spearheaded an interview for aspiring multimedia committee members
	+ Delegation of tasks to assistant multimedia head and committee members
	+ Implementation of tutoring session to street children
* Member of San Beda Electoral Board
	+ Monitoring of Campaign Paraphernalia
* Outgoing Exchange Member of AIESEC in San Beda
	+ Assisting the head officer in tasks related to the recruitment students for Aiesec career opportunities
* Treasurer of Bedan Advocacy and Consciousness Enhancement Society
	+ Creation of a Budget Matrix
	+ Formulation of liquidation report
	+ Processing of Encashment
	+ Volunteer work in teaching the illiterate children
	+ Volunteer work in helping children with special needs
* Associate Public Relations Officer of Social Sciences and Humanities Association
	+ Wrote several captions for certain publication materials
* Public Relations Officer of Social Sciences and Humanities Association
	+ Maneuvering the official social media platforms of the organization
	+ Creating content and captions for publication materials
	+ Delegation of tasks to associate public relations officer
	+ Head Chair of a webinar which tackled the increasing prices of onions entitled “Sibuyas Phenomenon”
	+ Headed Abante Soksay project which gave an emphasis on social sciences
	+ Panelist for meeting de avance
	+ Event Host for General Assembly
* Internal Vice President of Social Sciences and Humanities Association
	+ Spearheaded an interview for aspiring student leaders
	+ Overall planning and structuring of the organization
	+ Creation of activity matrix
	+ In charge of the recruitment of students
	+ Coordinating and partnering with organizations inside San Beda University
	+ Handling the official email account of the organization
	+ Head Chair of Abante Soksay and Abante Kabataan which highlighted the importance of Social Sciences and Applied Social Sciences in today’s context
	+ Speaker for Abante Soksay and Abante Kabataan
	+ Distributed food and school supplies to public school students
	+ Delegation of tasks to associate internal vice president
* Campaign Ambassador for Nationalist Youth and Progressive Democrats
	+ In charge for campaigning the slate of the Political Party in the elections

**CERTIFICATION**



**UP Manila Disaster Risk Reduction and Management in Health Program** 2024

* On the Job Training – 180 Hours
* Basic Emergency Response Team Simulation Training
* 2 – Day Pilot Testing for the UP Manila Mandatory Occupational Health and Safety Training

**Kabayan Hotel** 2019

* Front Office Seminar

**Grand Opera Hotel** 2018

* Front Office, Bedmaking, and House Keeping Seminar