

## Contact Information

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**Objective:** An ambitious and hardworking individual with a strong character. I have an in-depth grasp of management principles and theories. Seeking to grow professionally discover and learn new skills, ready to weather all adversity and bring success to the company and society in general.

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## Experience

- 2020-01 – 2020-03    **Back Office Intern**  
Philippine Outsourcers Career Center, Cebu City
- Performed basic to intermediate Data Management which consists of data entry and data consolidation.
  - Led the design and creation of a simple automatic salary computing system that accurately computes all employees' monthly net income based on the number of hours they worked every day and the deductions from social welfare services with the use of Google Forms and Google Spreadsheet.
- 2024-02 – 2024-05    **Marketing Management Intern**  
Moorgate Lending Corporation, A.S. Fortuna St., Mandaue Cebu City
- Planned and created various marketing materials such as brochures, flyers and Facebook posts using Canva.
  - Assisted in the day-to-day operations of the company by recording or tagging payments in the company's database system, checking documents for loan applications and loan releases of clients, and handling inquiries from prospective clients arising from marketing campaigns.
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## Education

Tertiary

- Cebu Technological University – Main Campus (2020 – 2024)

## Other Skills

- Literate in Microsoft Word, Excel and PowerPoint.
- Good Computing, Analyzing and Organizing skills.
- Fluent in English, Cebuano and Filipino

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**FRANCO PHIL S. RUBEN**  
Applicant