



# MEA COLEEN RANAN

FRESH GRADUATE

## Contact

- 188 San Antonio Village, 7th St, Cebu City, Cebu
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- rananmeacoleen@gmail.com

## Skills

Active Listening Skills



Multitasking and Time Management



## Reference

- Kimberly Gamutan  
09512352930

## Objective

A highly dedicated and motivated individual with a keen eye for growth and a passion for efficiency, seeking to leverage my communication, administrative, and collaboration abilities within a dynamic and forward-thinking organisation. Adept at managing multiple priorities with precision and ease, I bring a proactive approach to tackling challenges, ensuring tasks are completed with a high degree of accuracy and within deadlines. I am committed to fostering a positive work environment, supporting both internal teams and client relationships, and contributing to the overall success and growth of the organisation. Eager to apply my skills in a role that values adaptability, innovation, and exceptional customer service.

## Education

Don Vicente Rama Memorial  
Elementary School

Basak Pardo Cebu City

- Primary School
- 2012-2013

Central Visayan Institute  
Foundation

Looc Jagna Bohol

- Senior High School
- 2019-2020

Bohol Island State University  
Candijay Campus

Cogtong Candijay Bohol

- Bachelor of Secondary Education Major in English
- 2023-2024