

MIKHAIL CALEB O. ALO

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Always seeking for a challenging opportunity where I will be able to utilize my positive skills, educational background, and the ability to work well with other people, which will allow me to grow personally and professionally.

EXPERIENCE

OJT

Student Teacher/Assistant

2018 - 2019

- Greeted visitors and students, answering and transferring incoming phone calls, and taking down detailed messages for staff and supervisor.
- Performed general office and clerical duties throughout the department.
- Responds to the inquiries provided by visitors.
- Entered detailed data into computer related to the final result of the students.
- Utilized a computer to type letters, exams, develop forms and proofread Major Exams.

EDUCATION

College: Bachelor of Arts Major in English
University of Cebu – Main Campus (2015 – 2019)

Secondary: Treasury of the Golden Word School (2010 – 2014)
Villa Luningning Subd, Las Piñas City

Primary: Elizabeth Seton School (2001 – 2008)
BF Resort Village, Las Piñas City

SKILLS

- Computer Literate and Proficient at MS Excel, MS Word and MS PowerPoint.
- Excellent in Communication and Writing skills.
- Loyal and Discreet (to maintain confidentiality)
- Team Player
- Able to Operate Under Pressure
- Fluency in English Language