

Kent Ugalde



My Contact

✉ mrkentugalde@gmail.com

☎ +63-949-117-2610

📍 Cebu City, Philippines

🌐 <https://www.linkedin.com/in/kent-ugalde-9825aa134/>

Hard Skill

- Customer service
- Legal Research and Writing
- Content writing
- Conciliation-Mediation
- Graphic design
- Social media management

Soft Skill

- Communication
- Organization
- Time management
- Problem solving
- Decision making
- Multi-tasking
- Team player

Education Background

- Juris Doctor (with Thesis)
University of Cebu School of Law
2017-present
- BS Development Communication, major
Development Journalism
Xavier University-Ateneo de Cagayan
2011-2015

Objective

Detail oriented, diligent, and highly adaptable individual seeking an entry-level Virtual Assistant position. Excited to bring in excellent problem-solving, communication, customer service skills with a strong work ethic and willingness to learn new skills, tools and systems to provide an outstanding virtual support to clients and stakeholders for the success of the organization.

Professional Experience

Labor and Employment Officer (Contract-based) | DOLE 2019 – Present

Key responsibilities:

- Drafted labor case decisions
- Provided legal advice through call, walk-in clients and legal opinions
- Conciliated and mediated labor and employment issues and concerns
- Written news-feature stories
- Created simple infographics using Canva and Photoshop
- Managed the organization's Facebook account
- Assisted in handling 8888 Citizens Complaint Center through email.

Digital Marketing Officer | Intranet Trade International, Inc. January 2017-June 2017

Key responsibilities:

- Created contents for the social media accounts and website of the organization
- Assisted in mounting expositions and other marketing collaterals.

Program Researcher | GMA Network, Inc. September 2015-December 2015

- Submits story proposal with complete story background, data and case studies
- In-charge of requirements for shoots (case studies, re-enactment talents, permits and clearances)
- Prepares and submits itinerary, travel order form and budget proposal to Production Administrator
- In-charge of shoot schedule and technical requirements in coordination with PALS and Segment Producer
- Shoots and conducts interviews
- Books airline tickets and hotel accommodation
- Responsible for handling production budget for shoot
- Monitors weekly airing of program

Editorial Intern | Cebu Daily News March 2014-June 2014

Key responsibilities:

- Conducted interviews and write news and feature articles