

# SHADRHIN JOHN NAGAR

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## OBJECTIVE

Magna Cum Laude graduate of Bachelor of Arts in Filipinology seeking an opportunity to begin a professional career. Eager to apply my knowledge, gain valuable experience, and grow within the organization while contributing to its success.

## INTERNSHIP EXPERIENCE

- ABS-CBN Corporation | Integrated News and Current Affairs Department (2025)**
  - Performed accurate data entry and transcription of interviews, ensuring proper documentation and record organization.
  - Managed and organized digital files, photos, and videos for easy retrieval and internal use.
  - Handled photo and video editing for social media content.
  - Coordinated with team members to support daily operations, scheduling, and project deadlines.
  - Demonstrated strong time management and attention to detail in a fast-paced work environment.
- Polytechnic University of the Philippines | Filipinology Department (2024)**
  - Prepared and organized instructional and administrative documents, ensuring accuracy and completeness.
  - Maintained and updated academic records and files for efficient access and tracking.
  - Assisted in coordinating class schedules, activities, and departmental tasks.
  - Provided clerical and administrative support to professors, including documentation and report preparation.
  - Communicated effectively with students and faculty regarding schedules, requirements, and concerns.

## EDUCATION

- Bachelor of Arts in Filipinology** 2021 - 2025  
Polytechnic University of the Philippines
- Senior High School - Humanities and Social Sciences** 2019 - 2021  
Metropolitan Institute of Arts and Sciences

## CERTIFICATES

- Civil Service Eligibility
- TESOL Certificate

## SKILLS

- Verbal & Written Communication
- Student Support
- Documentation/Reporting
- Proficient in MS Office
- Attention to detail
- Time management
- Adaptable and willingness to learn
- Ability to work independently and collaboratively

## AWARDS

- Magna Cum Laude - BA Filipinology 2025
- President's Lister (With high honors) - BA Filipinology 2021-2025
- With honors - Senior High School 2019
- With honors - Junior High School 2019