

MILONA FLOR Q. CACA

PROFESSIONAL SUMMARY

A **Licensed Professional Teacher** with a strong foundation in education, leadership, and community development. Experienced in **public service**, **event coordination, and business operations**, with proven skills in planning, organization, data entry, social media management, budgeting, communication, and team coordination. Demonstrates adaptability, creativity, and customer-focused service through both organizational roles and entrepreneurial ventures. Eager to apply acquired knowledge and practical skills in a dynamic work environment, contribute to organizational success, and continue growing professionally.

WORK EXPERIENCE

Licensed Professional Teacher (LET) - Board Passer **Year 2019 - Present**
Major in Physical Education

Public Service/Elected Official **Year 2018 - 2023**
Sangguniang Kabataan Chairperson - Barangay & City Unit

- Utilized youth profiling data to design targeted programs, resulting in increased participation by 80% with more relevant community initiatives.
- Managed SK funds in total of more than three million pesos (3,000,000.00) responsibly, ensuring transparent allocation and successful implementation of priority youth programs.
- Spearheaded the three to five year development planning in coordination with the stakeholders.
- Doing all social media management, planning and provide strategies, content creation, promotion, copywriting and checking of engagement.
- Data entry of informations, logistics, plan, reports of financial flow.

Organizational Officer/Coordinator **Year 2019 - 2025**
Malaybalay Youth Catalysts & LEAD Bukidnon

- Coordinated multiple programs and activities, ensuring smooth communication between team members and stakeholders.
- Managed schedules, meetings, and documentation to support daily operations and mobilization.

Internship - Bachelor of Physical Education **Year 2019**

- Assessed student performance and provided constructive feedback.
- Organized and assisted school events, Intramurals, and competitipns
- Handled basic documentation and reporting tasks.
- Data entry of students information and grades.

Events management **Year 2020 - 2021**
A14 Productions - Assistant/Associate

- Handles logistics (venue, equipments, permits, materials).
- coordinates with teams, suppliers, and partners.
- promotes the event and manages participant engagement.
- oversees event execution to ensure everything runs smoothly.

Business
Aglayan Consumer Goods Trading (Supplies and Trading) - Operations Manager **Year 2023 - 2026**
Alcac's Lechon Baboy Station (Roasted Pig) - Assistant **Year 2023 - 2026**
Aglayan Car Rental (car rental) - Assistant **Year 2025 - 2026**

- monitor daily operations across all businesses like resources of ingredients and product, pricing and customer services, coordinates booking, schedules and client inquiries, doing all social media management, planning and provide strategies, content creation, promotion, copywriting and checking of engagement and data entry of informations, logistics, plan, reports of financial flow.

EDUCATIONAL BACKGROUND

Kindergarten Level - Heights Kinderland, Malaybalay City School Yr. 2004-2005
Elementary Level - Malaybalay City Central School, Malaybalay City School Yr. 2005-2011
Secondary Level - Bukidnon National High School, Malaybalay City School Yr. 2011-2015

- Special Program in the Arts (Dance Major)

Tertiary Level - Bukidnon State University. School Yr. 2015-2019

- Bachelor of Physical Education Major in School Physical Educatiion

Licensed Professional Teacher - Board Passer Year 2019 - Present

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HARD SKILLS:

Calendar Management, Data Entry, Email Management, Microsoft Office / Google Workspace, Canva / basic graphic design and photo editing, Capcut / Video Editing, Social Media Management, Content Ideation and Trend Spotting.

SOFT SKILLS:

Communication / client coordination, Adaptable and flexible in dynamic work environment, Task prioritization and multi-tasking, Time Management, Attention to detail and accuracy, Organization, Customer service oriented.