



BEA MARIE S CARANGAN

- ✚ *Civil Service Exam – passer*
- ✚ *National Medical Admission Test – (86%) passer*

KEY QUALIFICATIONS

- Proficient in English Language
- Able to establish a good rapport with both co-workers and clients
- Able to workout program with scientific reasoning
- Can easily adapt to any given situations
- Mastery of MS Office programs (Word, Excel, PowerPoint)
- Has experienced in events planning
- Supervises and helps lower level staff

EDUCATION

2011 - 2017

BACHECOR OF SCIENCE IN SPORTS SCIENCE

UNIVERSITY OF STO. TOMAS –FOUNDED April 1611

España Blvd, Sampaloc, Manila, 1008 Metro Manila, Philippines

2007-2011

SECONDARY SCHOOL

PHILIPPINE SCHOOL BAHRAIN – GRADUATED WITH MERIT

2001-2007

SECONDARY SCHOOL

PHILIPPINE SCHOOL BAHRAIN – GRADUATED WITH HONORS



Flat 31 Bldg. 775G Avenue
77 Block 729 Jurdab,
Manama



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EXPERIENCES

1st February 2019 – 1st July 2020
FITNESS COORDINATOR /TRAINER

Company Name: REVOLT FITNESS STUDIOS

2nd Floor, RIYADAT MALL, AALI –BAHRAIN

DUTIES AND RESPONSIBILITIES:

- Manage or oversee fitness or recreation facilities, ensuring safe and clean facilities and equipment
- Provide individual support or counseling in general wellness or nutrition
- Conduct needs assessments or surveys to determine interest in, or satisfaction with, wellness and fitness programs, events, or services
- Develop or coordinate fitness and wellness programs or services
- Maintain wellness- and fitness-related schedules, records, or reports
- Respond to customer, public, or media requests for information about wellness programs or services
- Use computer skills and software to manage Web sites or databases
- Preparing the monthly sales
- Handles clients on one on one trainings

August 2017–November 2018

ADMINISTRATIVE AIDE VI CUM EXECUTIVE ASSISTANT TO THE ADMINISTRATOR

Company Name: INTRAMUROS ADMINISTRATION – Government

5/F PALACIO DEL GOVERNADOR

INTRAMUROS 1002 MANILA PHILIPPINES

DUTIES AND RESPONSIBILITIES:

- Takes official minutes of meeting for the Administrator
- Prepares correspondence/ business letters for the Administrator
- Attends meetings on behalf of the Administrator.
- Performs complex clerical and administrative support duties
- Organizes and maintain records
- Types, proofreads and edits correspondence and reports
- Answers telephone, sorts mail and operates photocopies and other office equipment.
- Performs other duties as requested
- Coordinates and organizes various events, from workshops, concerts and visual arts.
- Helps the preservation of INTRAMUROS in its historical aspect

ACCOMPLISHED EVENTS

- Supervised and assisted FILM DEVELOPMENT COUNCIL in “We are Intramuros 24 Hour Film Making Challenge Project”.
- Supervised and curated the installation of Public Art in the Baluartes of Intramuros by Mindanao Artist Kublai Milan (as a part of The Manila Art Fair in Intramuros on October 2018.)
- Supervised Faith Based Tourism Activities on 29-30 March 2018.
- Managed a “LEGO” Museum
- Assisted in tours for ASEAN Delegates
- Assisted guests from Spain – Inteligencias Colectivas for their Rolling Projects (stall) that all must have the same design.
- Supervised and assisted all concerts and small events inside the Intramuros

SEMINARS ATTENDED

- 35th National Children’s Book Day (Sa Aklat May Laya – In Words/Book there is Freedom) on July 17, 2018 – Main Theater Lobby at Cultural Center of the Philippines
- NCCA Cultural Mapping Facilitators Training on April 16-20, 2018 at NCCA Building Intramuros Manila
- AERIAL MAP and DATA MANAGEMENT TRAINING on April 3, 2018 at 5th Floor Palacio Del Gobernador General Luna ST, corner Aduana St. Intramuros Manila
- CREATIVE HUBS COACHING RETREAT – The creative Hubs Coaching retreat is a two-day practical workshops , exploring in details some of the key issues hub leaders face adapting and growing their communities and business models.

INTERNSHIP

The University of Sto. Tomas is selecting good companies for my Internship before the last year of my college. The school assured that I have benefited and learned from all the companies I attended.

- NOVEMBER 2017
SPORTS SCIENCE LABORATORY
UNIVERSITY OF STO. TOMAS –FOUNDED April 1611
España Blvd, Sampaloc, Manila, 1008 Metro Manila, Philippines
- JANUARY – APRIL 2017
SPORTS SCIENCE LABORATORY
UNIVERSITY OF STO. TOMAS –FOUNDED April 1611
España Blvd, Sampaloc, Manila, 1008 Metro Manila, Philippines

- JAN TO FEB – For UST WOMEN’S TRACK AND FIELD
- FEB TO APRIL – For UST WOMEN’S LAWN TENNIS

- OCTOBER 2016
360 FITNESS CLUB
7th Flr 107 Dolmar Gold Tower C. Palanca Street Legaspi Village, Makati City

- SEPTEMBER 2016
PHILIPPINE HEART CENTER - Founded 1975
EAST AVENUE QUEZON CITY

- AUGUST 2016
FOCUS ATHLETICS
Chino Roces Avenue Makati, Metro Manila Philippines

- JULY 2016
FITFAST WELLNESS CENTER
UPRC 1, 2230 Pasong Tamo Avenue Bangkal Makati, 1231 Makati

- JUNE 2016
ABUCAY HEALTH CENTER
DELFIN STREET SALIAN ABUCAY, BATAAN PHILIPPINES 2114

OVERALL DUTIES AND RESPONSIBILITIES:

- Organizing, developing and delivering a varied range of sporting activities or programs.
- Undertaking administrative task
- Liaising and working relevant organisations in UST i.e. SPORT COACHES
- Monitoring and assessing progress

MAY 2016

SEMINAR ATTENDED

BASIC LIFE SUPPORT TRAINING

This training can be used of purpose of employment and emergencies of everyday life. It is guided by the latest FIRST AID and CPR GUIDELINES. And also this is good for general public, schools, communities and medical allied employees