



REALYN PAGLINAWAN

LOAN OFFICER & OPERATIONS ASST.

CONTACT

📞 9260498650

✉ paglinawan.realyn9@gmail.com

📍 Dayao, Roxas City 5800

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Digital Marketing
- Competent in using Microsoft Office applications
- Attention to detail

REFERENCE

Clein R. Francisco J.R

Pueblo De Panay Inc. / Operations Officer

Email : cleinfrancisco@pdp.com

Sally J. Ortiz

College of St. John / Chairperson

Email : sally_ortiz@csjr.com.ph



PROFILE

Business Administration graduate specializing in Operations Management with part-time experience in event organization, marketing, accounting, operations, and administrative work. Skilled in Data Analysis, Video Editing, and Communication. Aspiring professional dedicated to applying business expertise and creative skills to drive success and efficiency.



WORK EXPERIENCE

Pueblo De Panay Inc.

JAN 2025 - PRESENT

Loan Officer & Operations Assistant

- Collaborating with clients to provide financial guidance and customer service.
- Supporting operational tasks such as financial reporting, data organization, and system integration.
- Assisting with loan disbursement, payment tracking, and collections.

Pueblo De Panay Inc.

Aug 2024 - Nov 2024

Accounting Intern

- Encoding and categorizing financial transactions, such as payables and collection receipts.
- Ensuring accuracy and completeness of accounting data.
- Assisted in preparing reports and presentations, facilitating effective communication within the team.

Five10 Productions

Mar 2021- Apr 2024

On-Call Operations Associate

- Develop and maintain strong relationships with partners, agencies, and vendors to support marketing initiatives.
- Assisting in event planning, marketing, and administrative tasks.



EDUCATION

BSBA - Operations Management

2023 - 2024

College of St. John

Magna Cum Laude

Accountancy, Business and Management

2019 - 2021

Filamer Christian University

With High Honors