



# KEITH PERSPHONE I. ONGCOL

## CAREER OVERVIEW:

Seeking a job opportunity where I can apply my organizational skills, educational background, and ability to work effectively under pressure and with others. I aim to contribute positively to the organization while continuously growing both personally and professionally.

## ABOUT ME

A fresh graduate with a Bachelor of Science in Biology major in Plant Biology from Central Mindanao University, I am eager to apply my knowledge and skills in related fields of laboratories, plant sciences, biodiversity conservation, and research. I am passionate about fieldwork, and scientific studies. Through my academic training, I have developed strong research and communication, and I am committed to contributing positively to different fields of work.

## EDUCATION

### BS BIOLOGY (Plant Biology)

Central Mindanao University  
2025-2026

### Senior High – STEM STRAND

Manolo Fortich National High School  
2021-2022

### Junior High

Dalirig National High School  
2016-2020

### Elementary

Dalirig Elementary School  
2010-2016

## SKILLS

Research and fieldwork Skills	<div style="width: 80%;"><div style="background-color: #f96;"></div></div>
Journal Writing	<div style="width: 75%;"><div style="background-color: #f96;"></div></div>
Microsoft Office Suite	<div style="width: 70%;"><div style="background-color: #f96;"></div></div>
Critical Thinking	<div style="width: 65%;"><div style="background-color: #f96;"></div></div>
Time Management	<div style="width: 60%;"><div style="background-color: #f96;"></div></div>
Work Collaboration	<div style="width: 55%;"><div style="background-color: #f96;"></div></div>
Adaptability & Flexibility	<div style="width: 50%;"><div style="background-color: #f96;"></div></div>
Computer Literacy	<div style="width: 45%;"><div style="background-color: #f96;"></div></div>

## LANGUAGE

- English
- Tagalog
- Visayan



0965 102 2796



keithpersephoneongcol@gmail.com



Dalirig, Manolo Fortich, Bukidnon

## EXPERIENCE

### SEMINARS AND CONFERENCES ATTENDED

- Scientific Forum on Invertebrate Fauna (November 2023)
- CMU LEADS S.Y. 2024-2025
- Darwin's Legacy: BIO48 Field Trip and Seminar Workshop
- Lecture Series Seminar on "Ion Channels in Neutral and Cardiac Disorders and Insights into the Potential Role of Plant-derived Modulators as Molecular Targets last January 2026.

### Pre-Internship Training Local Government Unit in the Municipality of Manolo Fortich, MENRO Office

2025

- Conducted the study on "Assessment and Inventory of Trees in Mangima Spring Resort Forest"
- Conducted field sampling, tree inventory, and data gathering activities
- Attended quarry hearings and business permit meetings related to environmental concerns
- Joined collaborative activities and field operations with the Department of Environment and Natural Resources (DENR)
- Participated in tree planting and environmental conservation activities
- Prepared and organized field and environmental documentation
- Assisted in the evaluation and maintenance of the municipal nursery

### Online Business Owner

2020 - 2021

- Managed online marketing, promotions, and pubmat creation
- Handled sales tracking, orders, and invoicing
- Coordinated deliveries and customer inquiries

### Graphic Designer

2021 - Present

- Managed and maintained online business pages and platforms
- Boosted and promoted pubmats for better online engagement
- Responded promptly to customer inquiries and concerns
- Created logos, event invitations, and customized graphic designs
- Edited and designed cake toppers, stickers, and other creative materials
- Crafted resin souvenir products for clients and events

### Elementary Tutor

2020 - 2021

- Taught basic English reading and pronunciation skills
- Assisted students in Mathematics, including basic multiplication techniques
- Introduced fundamental Science concepts to young learners
- Guided preschool children in reading, counting, and writing activities
- Helped students improve learning confidence and study habits