



My name is Bernie Magtuloy, and I'm working as an administrator at Glapps Driving Academy, Incorporated. My responsibilities include welcoming clients and directing them to the relevant personnel; checking the necessary requirements and documents of the clients before lecturing about traffic rules, signs, and regulations; Coordinating and managing appointments, meetings, and seminars; recording and maintaining a business' financial transactions, such as purchases, expenses, sales revenue, invoices, and payments; Assisting in the upkeep of contact records, including student, staff, and trustee contact information; issuing ID passes for staff and students; uploading and issuing a computer-generated certificate of completion for the theoretical driving course and the practical driving course; maintaining general office files, including job files, vendor files, and other files related to the company's operations. ordering office supplies, equipment, and furniture; and helping maintain general order in the school and overseeing the maintenance of office facilities and equipment.

At the same time, I'm working as a part-time independent director at Rural Bank of Tigaon, Camarines Sur, Inc. My primary responsibilities include approving and monitoring the implementation of the bank's strategic objectives, selecting and appointing officers who are qualified to administer the bank's affairs effectively and soundly, and establishing adequate processes for all personnel.

Before that, I owned Sheshenie Internet Café, where I was also the Technical Support Specialist, Help Desk Technician, Computer Network Technician, Computer Security Specialist, Computer Instructor, and Print Layout Specialist.

I graduated with a bachelor's degree in management from the Centro Escolar University in Malolos, Bulacan, Philippines. I also passed the Career Service Professional exam, which made me eligible to work at the second level in several government agencies.

My parents did not finish their studies; both were illiterate but were able to send their children to school. And we all—their four children—finished college.

During my college days, I was able to maintain my grades even though I had so many extracurriculars. I was an officer in our class and in three other organizations from my freshman to my senior period at Centro Escolar University. My greatest achievement in college was when my group chose me to be a leader in our feasibility study, and after the defense, we won the Best in Feasibility award. The Centro Escolar University awarded me the Best in Leadership (1992–1996), Best in Committee (1996), and Best in Feasibility Study (1996).

Every weekend and vacation, I assisted my father in managing our family business, MS Magtuloy Merchandising. I monitored supply and demand to maximize sales. I was a merchandiser, bookkeeper, and driver if needed, especially if drivers were not available; I was doing the preparation of salary and wage computations for the employees and the monthly inventory auditing.

At my young age, being the oldest son, I helped my father manage our family business. I was able to gain managerial expertise and learn about the different materials and tools in carpentry and building construction; I learned about plumbing and electrical installation. And my mother taught me to cook Pampanga's recipes and how to properly clean the house and laundry clothes; she said even though I'm a male, I must know how to do household jobs and I must learn how to cook, for we were living in the culinary capital of the Philippines, Pampanga.

As of now, I am seeking a competitive, challenging, and highly rewarding career where I can use my skills and knowledge for organizational and personal growth. I want to join a company that offers me a stable and positive atmosphere and inspires me to enhance and, therefore, innovate the work culture for the betterment of all parties concerned. and also to give my family a decent life.

My motto in life is "When you were born, you cried, and the world rejoiced, live your life so that when you die, the world cries and you rejoice" - Cherokee proverb. I am giving my very best to whatever I am doing, not only for my family but also for all the people around me. I want everyone to remember and miss me because I've been good to them.