

EDITOR

LIAISON

ADVOCATE



Hi, I'm Cedric Pascua. Let's collaborate.

I'm an accountable advocate with efficient correspondence skills, detail-oriented and organized, tech-savvy, proficient in clerical work, with extensive immersion in case management, contract administration, liaisons, programs, logistics, data gathering and organization, and with published works in print and digital media.

Experience

PH Global Jet Express

LEGAL ASSOCIATE

As a legal associate, I provide comprehensive legal and administrative support to senior leadership to ensure that the headquarters team works seamlessly.

- acts as principal liaison with public regulatory agencies
- ensures timely and accurate submissions of regulatory filings
- coordinates internal compliance reviews and external audits
- maintains and organizes case files
- assists in conducting and summarizing legal due diligence (KYC)
- prepares corporate documents (e.g., minutes, board resolutions)
- conducts nationwide compliance data analysis of documentation
- drives improvements in team performance metrics

National Grid Corporation of the Philippines

PARALEGAL

During my time at NGCP, I took on roles ranging from administrative assistant to auditor, many of which are auxiliary but nonetheless beneficial to my designated position.

- manages correspondence with external counsel and government agencies
- liaises with and provides *ad hoc* support to functional groups
- maintains and organizes legal repository and compliance documentation
- handles confidential communication and high-level correspondence
- supports cross-functional teams on regulatory affairs
- conducts research and summarizes findings for executive decision-making
- immersed in preparing board *memoranda* and secretary's certificates

Various Clients, Online

CONTENT WRITER & EDITOR

I render my writing services to social media sites, tech and lifestyle blogs, internet marketing campaigns, literary magazines, and other online projects.

- produces plagiarism-free and marketable articles
- works autonomously
- collaborates with various creatives
- writes publish-ready articles under time pressure
- immersed in search engine optimization and copywriting

CONTACT

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Florence Way, Mckinley Hill
Pinagsama, Taguig

EDUCATION

2010-2016

Bachelor of Arts in English Literature
Saint Louis University, Baguio

2020-2025

Juris Doctor (Units Earned)
University of the Cordilleras

TECHNICAL SKILLS

- Microsoft Office Suite
- Adobe Creative Suite
- Google Workspace
- Zoho CRM
- Asana + Trello Workspace
- WordPress
- ExpressScribe
- Various AI Tools

TRAINING

Bread & Pastry Production NCII

BCSAT-TESDA

Trainee Speaker

Baguio Ecozone Toastmasters Club

LANGUAGES

English (Fluent)



Filipino (Proficient)



中文 (Conversational)



2025-PRESENT

2022-2025

2016-2022

Experience, Continued

Tech Synergy Academy, Baguio City

LEGAL ACCOUNT TRANSCRIPTIONIST

I have transcribed thousands of audio recordings ranging from client intake interviews to marketing strategies for top law firms in the United States, creating highly readable transcripts.

- produces perfectly grammatical and well-formatted output
- touch typist at 120-140 words per minute at 94+% accuracy
- able to manipulate software to format work *en masse*

Proteus Center for Research, Planning and Development

RESEARCHER & ACADEMIC WRITER

As I worked towards getting my bachelor's degree, I wrote technical and academic papers for various clients during my free time.

- familiar with MLA, APA and Chicago style guides
- accommodates constructive criticism
- produces well-researched and vetted articles

2012-2016

2010-2016

SY 2015-2016

2017

2017

2016

Lambakan '16, White & Blue's Cultural-Journalistic Gathering

PROGRAMS & LOGISTICS CO-CHAIRMAN

I oversaw day-to-day operations of the week-long convention, took charge in inviting celebrated resource speakers across the country, and coordinated with local businesses to accommodate guests.

- developed organizational communication skills
- constructed plans to ensure smooth flow of activities
- led and cultivated a team-oriented work ethic

Prototype Model Management, Events and Services, Baguio City

EVENTS LIAISON

- facilitated events with young and emerging talent

"At Rest", The Youth Is on Fire's 5th Issue, Young Star Magazine

CONTRIBUTOR

- published literary work

"Okay Human" (formerly "Faith Viral"), Digital Media

CONTRIBUTOR

- reported uplifting humanitarian news weekly

ORGANIZATIONS

S.Y. 2015-2016

DEPUTY FEATURES EDITOR

White & Blue, Official School Publication

S.Y. 2015-2016

VICE PRESIDENT

English & Literature Majors' Society

HOBBIES

- contemporary fiction
- pastries
- hiking
- prose poetry

Other Qualifications

Character References

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ATTY. ALFONSO CELESTE

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