



CLAUDETTE GARDUCE

Editorial Assistant

CONTACT DETAILS

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- 📍 IGP Dormitory, VSU, Baybay City, Leyte

SKILLS

- Knowledge on Microsoft Office programs
- Knowledge of media production and communication
- Research skills
- Thorough and attention to details
- Flexible and open to change
- Knowledge on layout design
- Knowledge on design monitoring and evaluation materials
- Knowledge on qualitative research report
- Knowledge on content analysis of communication materials

EXPERIENCE

EDUCATION RESEARCH ASSISTANT 2022 - Present
Visayas State University, Baybay City, Leyte

Compose and manage the layout of our school publications. Edits articles, designs page layouts and ensure all content adheres to styles guides.

SCIENCE RESEARCH ASSISTANT 2018 - 2021
Visayas State University, Baybay City, Leyte

Gather, analyze data relevant to the study, prepare a publishable report of the findings, and contribute to data collection efforts.

EDUCATION

**Bachelor of Science in Development
Communication major in Development Journalism**
Visayas State University
2013 -2017

Sta. Teresita National High School
Sta. Teresita, Batangas
2008 - 2013

Calumala Elementary School
Calumala, Sta. Teresita, Batangas
2002 - 2008

REFERENCES

Catherine C. Arradaza
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