

ANDIE LEE VILLACORTE GALENZOGA

Brgy. Sto. Rosario, Baybay City, Leyte, Philippines, 6521-A

Mobile No.: (+63) 977-387-8432

Email: andiegalenzoga@gmail.com



OBJECTIVE

To obtain a position that will enhance my professional growth, and actively contribute to the success of the team. I aim to apply my strong communication, organizational, and analytical abilities to help achieve the organization's goals while continuously learning and adapting in a collaborative environment and further develop my skills to be able to perform with maximum productivity.

QUALIFICATIONS:

Civil Service Professional Eligibility – 86.03% (March 2, 2025)

WORK EXPERIENCE:

Receptionist

Motor Ace Philippines, Inc. – Baybay Branch

Zone 23, Baybay City, Leyte

October 2024 – October 2025

- Handles client inquiries and front-desk transactions
 - Assists in administrative tasks, records management, and basic cashiering
 - Maintains organized filing systems and supports day-to-day office operations
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EDUCATIONAL BACKGROUND:

Tertiary: **Bachelor of Science in Agribusiness**

Visayas State University

Visca, Baybay City, Leyte

2020 - 2024

Secondary: **Visayas State University Integrated High School**

Senior High School (with honor)

Visca, Baybay City, Leyte

2018 – 2020

Visayas State University Laboratory High School

Junior High School (with honor)

Visca, Baybay City, Leyte

2014 – 2018

Primary: **Baybay I Central School**

A. Bonifacio St. Baybay City

2008- 2014

HONORS/AWARDS

Visayas State University College Honor Awardee (2022-2024)

Best Research Paper –**Third Placer**, Science Fair and Research Congress (with BA. Bisnar, CJ. Alfaro and G. Dagoro) (2017)

INTERNSHIP AND TRAINING EXPERIENCE:

Elisha Noelle Farm

On-the-Job Training (OJT) Trainee

Zone 1, Sogod, Southern Leyte

2024

- Assisted in farm inventory and marketing operations

Casa Cornelio Farmtech Integrated Farm

Industry Immersion Trainee

Brgy. Bubon, Baybay City, Leyte

2023

- Assisted in data collection and farm coordination tasks

Visayas State University – Budget Office

Work Immersion Student

Visca, Baybay City, Leyte

2020

- Assisted with basic clerical tasks and document routing
- Observed government budgeting and finance procedures

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong organizational and time management skills
- Effective oral and written communication
- Knowledgeable in basic clerical and administrative tasks
- Experienced in customer service and front desk operations
- Reliable, adaptable, and service-oriented

REFERENCES

CATHERINE C. ARRADAZA

Director, Extension Office

catherine.arradaza@vsu.edu.ph

+639176330054

JOSE L. BACUSMO

Visayas State University

joebacusmo@yahoo.com

+639686906880

NILDA T. AMESTOSO

Professor, Department of Business and Management

Visayas State University

nilda.amestoso@vsu.edu.ph

+639618860111