



NIFFA C. GOFREDO

Mobile No: 09359472537

Address: Brgy. Hibunawan, Baybay City, Leyte

Email: niffa.calleja@vsu.edu.ph

OBJECTIVE:

Seeking for a challenging job to enhance my knowledge and skills and able to contribute for the organization and also to grow more personally and professionally.

EDUCATION :

- (2015-2017) **Tertiary Education(Continue)**
Asian Development Foundation College
- (2009-2012) **Tertiary Education**
Leyte Normal University
- (2005-2009) **Secondary Education**
Baybay City National High School
- (1999-2005) **Elementary Education**
Brgy. Hibunawan Baybay City, Leyte

WORK EXPERIENCE:

January 2013	December 2014	Clerk Assistant
		Public Attorney's Office, Baybay City
November 2019	Present	Clerk/dDRC
		Culture and the Arts Office

SKILLS:

- Good Communication and Service
- Basic Computer Literacy

CHARACTER REFERENCES:

ATTY. MYRA BELLE AURE
Attorney 3
PAO, Baybay City

DR. JUDE NONIE A. SALES
Director, Culture and the Arts Office
Visayas State University