

MIKEE S. GALLARON

Brgy. Dona Brigida, Tolosa, Leyte
09606635701 • mikeegallaron08@gmail.com

EDUCATION

BS Leyte Normal University, Bachelor of Secondary Education Major in Social Studies	2015-2020
SE Tolosa National High School	2011-2015
PE Daniel Z. Romualdez Memorial Elementary School	2005-2011

HONORS AND AWARDS

Practicum Award during internship	2019
Service and Cooperation Awardee	2019

Work EXPERIENCE

Research Assistant (Freelance) Jan 2021 - Present

- Accurately transcribed audio or video recordings into written text, ensuring clarity, consistency, and adherence to transcription guidelines.
- Input transcribed data into designated databases or spreadsheets, maintaining data integrity and organization.
- Assisted in analyzing transcribed data, identifying patterns, trends, or significant findings.
- Contributed to the development of recommendations based on research findings, providing insights and suggestions for improvement or further action.
- Provided general research support, including literature reviews, data collection, and documentation.
- Ensured the accuracy and quality of transcriptions and data, conducting regular quality checks and making necessary corrections.
- Worked effectively with other team members, sharing knowledge and collaborating on research projects.
- Maintained strict confidentiality of sensitive research data and information.
- Demonstrated the ability to adapt to changing project requirements, priorities, and deadlines.

Department of Social Welfare and Development Philippines

Project Development Officer II

Jul 2023 - Jan 2024

- Assisted in conducting assessments of LGU service delivery capacity to identified LSWDOs, utilizing existing tools such as Service Delivery and Capacity Assessment and collaborating with the Regional Technical Assistance and Monitoring Team (RTAMT).
- Contributed to the formulation of Technical Assistance (TA) Plans, working closely with other Field Office (FO) offices, divisions, sections, and external partners.
- Monitored the implementation of TA Plans and tracked progress against set objectives and targets with assigned LGUs.
- Collaborated with assigned Operations Divisions in the Field Office (ODSU) to enhance the DSWD Tara Program's institutional arrangements, processes, and systems.
- Facilitated communication and collaboration with assigned partners and stakeholders to ensure effective support for LGUs and LSWDOs in improving the delivery of social welfare programs and services.
- Prepared comprehensive reports as required by the Regional Office, and other recognized partners and stakeholders.
- Actively participated in conferences, consultations, monitoring meetings, and relevant training programs to stay informed and contribute to the success of the TARA program.
- Provided valuable feedback to the supervisor on program operations and proactively recommended system, process, and guideline improvements to enhance program effectiveness.
- Demonstrated the ability to handle additional tasks assigned by the head of the assigned office.

Je Mondejar Computer College

Research Instructor

July 2021- Sep 2022

- Contributed to the development and implementation of research-based curricula, aligning with national and international standards.
- Provided students with individualized guidance and support throughout the research

process, from topic selection and literature review to data analysis and conclusion writing.

- Taught students various research methodologies, including experimental, observational, and survey methods, ensuring they understood the strengths and limitations of each approach.
- Assisted students in learning data analysis techniques, using appropriate software and statistical methods to interpret and present findings.
- Educated students about research ethics, emphasizing the importance of ethical conduct, data privacy, and intellectual property.
- Helped students develop effective communication skills, including public speaking, presentation techniques, and writing clear and concise research reports.
- Evaluated student progress and learning through various assessments, such as research proposals, progress reports, final research papers, and presentations.
- Fostered a collaborative learning environment, encouraging students to work together on research projects and share their findings.

ORGANIZATIONS

- **PHILIPPINE ASSOCIATION FOR TEACHERS & EDUCATORS (PAFTE) INC 2022-2026**

LANGUAGES

- **English:** Intermediate Listener, Intermediate Speaker, Advanced Reading and Writing
- **Filipino:** Native Listener, Native Speaker, Advanced Reading and Writing
- **Waray:** Native Listener, Native Speaker, Advanced Reading and Writing

COMPUTER SKILLS

Applications: Advanced MS Office tools

REFERENCES

- References will be provided upon request.