

Daniel D. Conte

Carigara, Leyte (6529) • danieldagaconte@gmail.com • (+63) 906 115 4750

EDUCATION

UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE

Bachelor of Science in Management
Magna Cum Laude

Tacloban City

July 2023

HOLY CROSS COLLEGE OF CARIGARA

Accountancy, Business, and Management Strand
With High Honors

Carigara, Leyte

April 2019

CARIGARA NATIONAL VOCATIONAL SCHOOL

Junior High School
With Honors

Carigara, Leyte

April 2017

TAGAK ELEMENTARY SCHOOL

Batch Valedictorian

Carigara, Leyte

March 2013

WORK EXPOSURE

BARANGAY LOCAL GOVERNMENT UNIT (BLGU) – TAGAK

Writer

Carigara, Leyte

Sept. 01, 2023 – Dec. 01, 2023

- Identified budgetary requirement estimates and resource mobilization strategies for the BDP and BNAP
- Proposed annual investment programs and total project costs for BDP and BNAP programs, projects, and activities
- Processed and consolidated participatory situational analysis tools results
- Completed the three-year Barangay Development Plan (BDP) document
- Completed the three-year Barangay Nutrition Action Plan (BNAP) document

LAND BANK OF THE PHILIPPINES – CARIGARA BRANCH

Student Trainee

Carigara, Leyte

July 2022 – August 2022

- Inputted clients' information on the Digital On-Boarding System (DOBS) for bank account opening
- Organized and classified clients' accounts according to their status: active, dormant, closed
- Organized and sorted accounts according to their nature: current account, savings account, payroll account
- Provided support to clients in filling out digital and printed forms
- Assisted in the clearing and archiving of checks

THE MATHEMATICS GUILD

Public Relations Officer

UP Tacloban

September 2022 – July 2023

- Organized resident members' information to facilitate efficient communication
- Produced letters, announcements, and social media captions for various events of the organization
- Served as the *promotions and documentation committee head* for the *Math Colloquium 2023*
- Managed the social media accounts and the official email account of the organization

- Spearheaded the caption committee for the organization as it joins the Dayón on campus orientation and tour
- Designed a publication material for one installment of the *Math-rivia Series*, an online math trivia series

JUNIOR PEOPLE MANAGEMENT ASSOCIATION OF THE PHILLIPINES

Sept. 2021 – June 2022

Member

- Represented the organization in different conferences and webinars organized by student organizations and universities in the country

MUNICIPAL ACCOUNTING OFFICE (CARIGARA)

Carigara, Leyte

Accounting Intern

October 2018

- Provided assistance in the office's clerical works, such as sorting and filing journals

SKILLS

MANAGEMENT SKILLS

Financial Management, Accounting, Planning

TECHNICAL SKILLS

Microsoft Office, Canva

CERTIFICATIONS

CIVIL SERVICE ELIGIBILITY

Career Service Professional Examination

Palo, Leyte

March 2023

SEMINARS AND CONFERENCES PARTICIPATION

JPMAP Summit 2022

September 2022

Junior People Management Association of the Philippines

#SIMS: Smart Investment and Movement Strategies

June 2022

Division of Management, University of the Philippines Tacloban

Economic and Financial Learning Program

April 2022

Economic and Financial Learning Office, Bangko Sentral ng Pilipinas

8th Career Congress

April 2022

Junior People Management Association of the Philippines, UP Tacloban Chapter

SIBOL: Youth Leadership Conference 2022

April 2022

The Management Economics Society, University of the Philippines Baguio

JPMAP National Conference 2021

November 2021

Junior People Management Association of the Philippines

REFERENCES

Asst. Prof. Gerwyn P. Enerlan

Economics Faculty

University of the Philippines Tacloban

09276265413

gpenerlan@up.edu.ph

Jeddah Ezra L. Hugo

Data Curator

Veeva Systems

09457491851

hugo.jeddahezra@gmail.com

Marnelle C. Basas

Customer Associate

Land Bank of the Philippines Carigara Branch

09854524418