

CURRICULUM VITAE

ARJAY GARRIDO

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📍 Address: Macrohon ,Southern Leyte, 6601 Philippines

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🏆 CAREER OBJECTIVES:

A professional agriculturist who is enthusiastic about agriculture and eager to contribute to the success of the team. To look for and keep a full-time job that provides a professional challenge while utilizing interpersonal skills. Exceptional time management and problem-solving abilities Professional agriculturist with a proven track record of exceeding company objectives through consistent and organized practices. Capable of working under extreme pressure and adapting to new situations and challenges in order to best enhance the organizational brand.

🏆 POSITION DESIRED:

- **Administrative Officer II**

🏆 JOB EXPERIENCES:

Company : ECO-FARMI, Visayas State University
Position : Science Research Assistant
Address : Visca, Baybay City, Leyte
Period : March 2024 – Present

Duties and Responsibilities:

- Work within applicable standards, policies and regulatory guidelines to promote a safe working environment.
- Monitor the project and submit monthly reports.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.

- Led projects and analyzed data to identify opportunities for improvement.
- Exceeded goals through effective task prioritization and great work ethic.
- Perform farm visits and supervise the implemented project.
- Perform other tasks and activities that may be directed by the supervisor.

Company : Department of Agriculture
 Position : Agriculturist I
 Address : Kanhuraw Hill, Tacloban City
 Period : March 2022 – February 2024

Duties and Responsibilities:

- Work within applicable standards, policies and regulatory guidelines to promote a safe working environment.
- Monitor livestock program's implemented projects and intervention in the whole region and submit monthly reports.
- Conduct site validation of farmer's request and LGU's proposed livestock program & project for possible assistance.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Led projects and analyzed data to identify opportunities for improvement.
- Exceeded goals through effective task prioritization and great work ethic.
- Perform farm visits and supervise the implemented livestock project.
- Perform other tasks and activities that may be directed by the supervisor.

Company : Department of Labor and Employment
 Position : Government Intern
 Address : Macrohon Southern Leyte
 Period : August 2021 – December 2021

Duties and Responsibilities:

- Worked to maintain an outstanding attendance record, consistently arriving at work ready to start immediately.
- Proved successful working within tight deadlines and a fast – paced atmosphere.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Monitor agriculture program's implemented projects and intervention in the whole municipality and submit monthly reports.
- Responsible for performing administrative and technical tasks e.g., monitoring of training, conducting responses to queries, and performing other related functions.

Company : Self – employed Services
 Position : Artificial Insemination Technician

Address : Macrohon Southern Leyte
Period : March 2017 – July 2021

Duties and Responsibilities:

- Observed animals in heat to detect approach of estrus and exercised animals to induce or hasten estrus when necessary.
- Kept records of animal health, medical treatment and injections and growth progress.
- Selected animals for breeding and semen specimens to be used according to knowledge of animals, genealogies and desired offspring characteristics.
- Treated minor injuries and ailments and contacted veterinarians to obtain treatment for animals with serious illness and injuries.
- Increased animal health by designing detailed medication and exercise plans.
- Created plans and communicated deadlines to complete projects on time.
- Drove operational improvements which resulted in savings and improved profit margins.

Company : Philippine Coconut Authority
Position : Coconut Development Officer
Address : Maasin, Southern Leyte
Period : October 2016 – February 2017

Duties and Responsibilities:

- Resolved problems, improved operations and provided exceptional service.
- Collaborated with team members to achieve target results.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Delivered services to customer locations within specific timeframes.
- Conduct site validation to farmers and customers who applied for a permit to cut.
- Conduct training on plant and replanting of coconuts, intercropping, integrated pest management and nursery establishment to coconut farmers.
- Weekly monitoring and medication of distributed animals under the KANIB program.
- Organized schedule of training and other activities conducted in the assigned area.

EDUCATIONAL BACKGROUND:

Jun. 2011 - Oct. 2015

Bachelor of Animal Science

Visayas State University – Main Campus
Visca, Baybay, City Leyte, Philippines

TRAININGS:

Oct. 29, 2020 – Dec. 29, 2022

Production of High Quality Inbred Rice Seed Certification and Farm Mechanization

2020 – 2012

Driver's License

Jun. 28, 2019 – Jun. 29, 2019

Agricultural Sustainability Initiatives (ASI) Program and Agri-Klinik,

Sept. 25, 2018 – Sept. 27, 2018

Bee Tells Their Secret: Training on Basic Bee-Keeping,

Mar. 17, 2018 – Mar. 19, 2018

MIXEM UP: Organic Feed Formulation

SPECIAL SKILLS:

- Data Entry – Excellent
- Agriculture equipment operation – Good
- Team Building – Excellent
- Hand harvesting – Excellent
- Plant care and maintenance – Excellent
- Animal Husbandry – Excellent
- Quality control – Very Good
- Safety standards and protocol – Excellent
- Seed planting – Very Good
- Driving – Excellent
- Communication – Very Good
- Farm Safety – Excellent
- Computer literacy – Very Good
- Health Inspection – Very Good

PERSONAL INFORMATION:

Age : 27 years old
Date of Birth : December 29, 1994
Place of Birth : Macrohon, Southern Leyte
Civil Status : Single
Religion : Christian
Nationality : Filipino

LANGUAGE:

- Cebuano
- Tagalog
- English

CHARACTER REFERENCES:

ISABEL A. ENRIQUEZ

Office of the Municipal Agriculture Services
Municipal Agriculturist
Phone: 09163204555

JUANITO V. MILLAN JR.

Office of the Municipal Agriculture Services
Agriculturist I
Phone: 09358143699

KRISTA R. PEREZ

Office of the Municipal Agriculture Services
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Phone: 09163204555



DECLARATION:

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

ARJAY GARRIDO

Signature