



DAN EFRAIM C. GALLEGO

OBJECTIVE

To be part of an organization wherein I can share my knowledge and work experiences and learn new skills that will make me a better Employee.

EDUCATION

Franciscan College of the Immaculate Conception, Baybay, Leyte, Incorporated

Bachelor of Science in Business Administration

Major in Financial Management

2016 - 2020

Visayas State University Baybay City, Leyte

Bachelor of Science in Hotel, Restaurant and

Tourism Management

2008 - 2009

Baybay Institute of Technology

Baybay City, Leyte

Bachelor of Science in Nautical Science

2007 - 2008

PROFILE

DATE OF BIRTH:

February 2, 1991

AGE:

32

CIVIL STATUS:

Single

RELIGION:

Christian Evangelical Fellowship

ADDRESS:

Brgy. Buenavista, Baybay City, Leyte

CONTACT

PHONE:

+639502536868

EMAIL:

gdaneffraim@gmail.com

EXPERIENCE

INTERNSHIP

Baybay City Water District - Production and Water Quality Division

300 hours

PAID WORK EXPERIENCE

Wall Street Courier Service - Station Officer

Oct. 2020 - Oct. 2023

Anistar Trading Corporation - Checker

2014 - 2016

Mang Inasal Baybay Branch - Service Crew

2010 - 2014

SKILLS

- Experienced with Microsoft Office Application: Microsoft Excel, Microsoft Word, Microsoft Powerpoint.
- Basic knowledge in Bookkeeping and Financial Reporting
- Data Entry
- Detail-oriented
- Experienced in basic usage of Google tools.
- Experienced in handling and leading a group of people.
- Can multitask.
- Can work in a challenging and scheduled-shifting environment.

AWARDS

- Search for Best Applicant (2017)
- Best in Feasibility Study (2019)
- Best in Practicum (2020)
- Honor Student A.Y. 2019 - 2020

REFERENCE

AIZA B. BESAVILLA

DPO – Admin Aid III
Visayas State University
Contact No.: 09556130793

JUCEL CANDO

STATION OFFICER
Ninjavan Baybay Hub

JOHANNE MARCELO L. BACUSMO

BCWD Project Planning and Development Assistant B
Contact No.: 09552501694

SISTER M. EMILIE IGANO, OSF

FCIC – Program Head of Business Administration Department
Contact No.: 09195628529

KRISTINE YBURAN

Mang Inasal Baybay Branch – Manager
Contact No.: 09069043549