

**JAN LUZIEL DESABILLE MORENO**

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Brgy. Caridad Baybay City Leyte 6521

**CAREER OBJECTIVE**

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I am a dedicated person looking forward to working to utilize my skills and knowledge as well as provide opportunities for personal and professional growth and advancement.

**EDUCATIONAL BACKGROUND**

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**Visayas State University**  
Graduated 2023

Bachelor of Science in Economics  
Major in Environmental and  
Development Economics  
Bachelor's Degree  
*Cum Laude*

**Western Leyte College**  
Graduated 2019

Accountancy and Business Management  
Senior High School Education  
*With Honors*

**Visayas State University  
Laboratory High School**  
Graduated 2017

Junior High School Education  
*With Honors*

**Caridad Elementary School**  
Graduated 2013

Elementary Education  
*Salutatorian*

**WORK EXPERIENCES**

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**RAFI – Microfinance | Enumerator**

December 2023 – February 2024 | Cebu City

- Conducted thorough phone interviews to gather accurate and comprehensive data.
- Demonstrated effective communication skills, ensuring clear and concise information retrieval.
- Utilized active listening techniques to maintain respondent engagement and obtain detailed responses.
- Ensured data accuracy and completeness during phone interviews.
- Collaborated with the research team to meet project deadlines and objectives.

**Department of Environment and Natural Resources | OJT Trainee**

July - September 2022 | Ormoc City, Leyte

- Assigned to the Records Section/Unit, assisted in organizing and managing records related to environmental activities and regulatory compliance.
- Conducted data entry tasks to update and maintain records in the department's database system.
- Retrieved documents and files as requested by staff members and external parties, ensuring accuracy and timeliness.
- Contributed to the maintenance of records by archiving inactive documents and ensuring proper storage and confidentiality.

- Participated in an ongoing study focused on Cabintan, Ormoc, involving face-to-face interviews with local communities.
- Assisted in encoding data and ensuring its accuracy and completeness for analysis.
- Collaborated with the research team, contributing insights to the ongoing study.
- Gained exposure to environmental enforcement procedures and monitoring practices.

### **LEYECO V | Immersion**

March – April 2019 | Ormoc City, Leyte

- Engaged in a hands-on immersion at the billing section of LEYECO V, gaining practical experience in utility billing processes.
- Assisted in the preparation and issuance of utility bills, ensuring accuracy and compliance with established procedures.
- Collaborated with the billing team to address customer inquiries and resolve billing-related issues.
- Developed a comprehensive understanding of the utility industry, regulatory requirements, and customer service best practices.

### **SKILLS AND KNOWLEDGE**

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Technical Proficiency:

- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel).
- Knowledgeable in statistical analysis software, including SPSS, JASP, Stata, and Jamovi.

Professional and Personal Skills:

- Ethical Judgment and Integrity: Capable of exercising sound ethical judgment and maintaining high integrity in all professional endeavors.
- Communication Skills: Excellent written and verbal communication skills, enabling clear and concise expression of ideas.
- Interpersonal Skills: Demonstrates good interpersonal skills, fostering effective collaboration within teams.
- Time Management: Strong time management skills, ensuring efficient completion of tasks and projects.
- Attention to Detail: Meticulous attention to detail to ensure accuracy and completeness of information.
- Confidentiality and Integrity: Uphold strict confidentiality and integrity standards to ensure the security and privacy of sensitive information.