

## ANDIE LEE VILLACORTE GALENZOGA

Brgy. Sto. Rosario, Baybay City, Leyte, Philippines, 6521-A

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### OBJECTIVE

To obtain a position that will enhance my professional growth, and actively contribute to the success of the team. I aim to apply my strong communication, organizational, and analytical abilities to help achieve the organization's goals while continuously learning and adapting in a collaborative environment and further develop my skills to be able to perform with maximum productivity.

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### QUALIFICATIONS:

*Civil Service Professional Eligibility – 86.03% (March 2, 2025)*

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### WORK EXPERIENCE:

#### Receptionist

*Motor Ace Philippines, Inc. – Baybay Branch*

Zone 23, Baybay City, Leyte

**March 2025 – Present**

- Handles client inquiries and front-desk transactions
  - Assists in administrative tasks, records management, and basic cashiering
  - Maintains organized filing systems and supports day-to-day office operations
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### EDUCATIONAL BACKGROUND:

Tertiary: **Bachelor of Science in Agribusiness**

Visayas State University

Visca, Baybay City, Leyte

2020 - 2024

Secondary: **Visayas State University Integrated High School**

*Senior High School (with honor)*

Visca, Baybay City, Leyte

2018 – 2020

**Visayas State University Laboratory High School**

*Junior High School (with honor)*

Visca, Baybay City, Leyte

2014 – 2018

Primary: **Baybay I Central School**

A. Bonifacio St. Baybay City

2008- 2014

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### HONORS/AWARDS

**Visayas State University College Honor Awardee (2022-2024)**

Best Research Paper –**Third Placer**, Science Fair and Research Congress (with BA. Bisnar, CJ. Alfaro and G. Dagoro) (2017)

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## INTERNSHIP AND TRAINING EXPERIENCE:

### ***Elisha Noelle Farm***

On-the-Job Training (OJT) Trainee

Zone 1, Sogod, Southern Leyte

2024

- Assisted in farm inventory and marketing operations
- Exposed to agribusiness production and management practices

### ***Casa Cornelio Farmtech Integrated Farm***

Industry Immersion Trainee

Brgy. Bubon, Baybay City, Leyte

2023

- Gained hands-on experience in agricultural enterprise operations
- Assisted in data collection and farm coordination tasks

### ***Visayas State University – Budget Office***

Work Immersion Student

Administration Building, Visca, Baybay City, Leyte

2020

- Assisted with basic clerical tasks and document routing
- Observed government budgeting and finance procedures

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## SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong organizational and time management skills
- Effective oral and written communication
- Knowledgeable in basic clerical and administrative tasks
- Experienced in customer service and front desk operations
- Reliable, adaptable, and service-oriented

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## REFERENCES

### **CATHERINE C. ARRADAZA**

Director, Extension Office

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### **JOSE L. BACUSMO**

Visayas State University

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### **NILDA T. AMESTOSO**

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