

MASON GYLLE C. ALVERO

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SUMMARY Marketing Management graduate with strong communication and organizational skills. Proven ability to manage multiple tasks, support team projects, and proper documentation handling. Tech-savvy, adaptable, and committed to delivering clear empathetic support and maintaining high service standards to the company.

WORK EXPERIENCE	Student Intern <i>Department of Science and Technology Regional Office VIII</i>	November 2024 - March 2025
	<ul style="list-style-type: none">Scanned and archived 2023–2024 GIA project folders (30–60 pages each), meeting all daily targets.Designed and maintained an Excel tracker to log, categorize, and retrieve scanned records for easy access.Reorganized and relabeled all GIA archives to align with the updated project structure for faster retrieval.Facilitated document approvals by routing for signatures and delivering materials to RTEC meetings, inspection committees, and technical offices.Compiled and organized meeting materials and managed logistics for RTEC meetings and interoffice events.	
	Supreme Student Government (SSG) Officer Grade 12 Representative <i>Notre Dame of Abuyog, Inc.</i>	July 2018 - March 2019
	<ul style="list-style-type: none">Represented my year level in all of the meetings of the SSG.Served as the grievance desk for my respective year level.Conceptualized and implemented programs and projects and recommend policies for my respective year level.Assisted in the effective implementation of the SSG’s programs and projects; and,Performed such as other duties assigned by the SSG coordinator.	

CORE COMPETENCIES

- Client Communication:** Clear, empathetic written and verbal communication; grievance handling
- Document Preparation & Reporting:** Drafting letters, agendas, and briefing materials; Presentation design
- Task Management:** Prioritization; time management; attention to detail
- Technical Proficiency:** Microsoft Word, Excel, PowerPoint; Gmail, Zoom, Google Meet
- Problem Solving:** Identifying issues; proposing practical solutions
- Stakeholder Liaison:** Grievance handling; Relationship Management; Fostering engagement

EDUCATION	Bachelor of Science in Business Administration Major in Marketing Management <i>Saint Paul School of Professional Studies</i>	July 2021 - May 2025
	General Academic Strand (GAS) <i>Notre Dame of Abuyog, Inc.</i>	June 2017 - April 2019

**CERTIFICATION AND
TRAININGS**

Career Service Professional Eligibility
Civil Service Commission
May 2024

SKEP Training Workshop
Saint Paul School of Professional Studies
September 2024
