

Jose Emmanuel P. Gales

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| josegales885@gmail.com |

San Jose N. Samar

SKILLS

PROFESSIONAL SKILLS

Communication Skills: Expressing ideas clearly and effectively | Active listening and understanding others' perspectives.

Teamwork: Collaborating with diverse teams | Contributing positively to group dynamics.

Adaptability: Quickly adjusting to new environments or unexpected changes | Being open to learning and embracing challenges.

TECHNICAL SKILLS

MS OFFICE | COMPUTER SYSTEM SERVICING NATIONANAL CERTIFICATE II HOLDER

WORK EXPERIENCE

OFFICE AIDE in TESDA NORTHERN SAMAR PROVICIAL OFFICE | OCTOBER 1, 2023 – DECEMBER 31, 2023

- Assisted in printing CATS (Competency Assessment Tools) to all TESDA accredited school in the whole Northern Samar.
- Give assistance in the issuance of new/ renewal/ TM (Trainers Methodology) of TESDA certificates.
- Correct the bailing of every student who received scholarship program to process their allowance.
- Release TESDA allowances to every student base on the scholarship they received and school they attended to.
- Received a good customer feedback base on the assistance we offer to their inquiries while they process their certificate.

CONTACT PERSON

GLORILYN P. MORADOS | ADMINISTRATIVE OFFICER V | 09380079989

EDUCATION

- Bachelor of Science in Information Technology | Global School for Technological Studies, Inc. | 2022-2023
- TVL –ICT (Information & Communication Technology) | Colegio de San Lorenzon Ruiz de Manila | 2018-2019
of Northern Samar, Inc