



Joana Mae C. Gallardo



09458345865



gallardjoanamae23@gmail.com



P5B MagdagoocJabonga Agusan Del Norte

ABOUT ME

Energetic and service-oriented BS in Forestry graduate with a strong foundation in environmental science, communication, and fieldwork. Known for being reliable, approachable, and quick to learn in dynamic retail environments. Passionate about helping customers find what they need while maintaining a positive shopping experience. Equipped with strong interpersonal skills, attention to detail, and a commitment to teamwork and customer satisfaction

EXPERIENCE

▸ 2024

DENR-CENRO Tubay

STUDENT INTERN

- Managed everyday administrative duties, such as organizing files, data entry, and preparing documents.
- Participated some site assessments and timber inventory
- assisting the survey of water consumption and water sources by some establishments in Tubay under the Enforcement and Monitoring Section

EDUCATION

• 2009-2015

JUAN L. SUBRASTAS ELEMENTARY SCHOOL

• 2015-2021

MAGDAGOOC NATIONAL HIGH SCHOOL

• 2015-2021

CARAGA STATE UNIVERSITY- MAIN CAMPUS

EXPERTISE

- Management Skills
- Critical Thinking
- Collaboration
- Microsoft, excel, powerpoint
- Leadership

REFERENCE:

RUEL O. LADAGA
OIC, ENRO OFFICER