

Tristine Joyce P. Gallardo

Purok 4, Malayantoc, Sto. Domingo, Nueva Ecija

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OBJECTIVES

To join a prestigious company that promotes challenges that will enrich and enhance my experience, knowledge, and skills toward my professional growth and contribute to the success and innovation of the company or organization.

PERSONAL

BACKGROUND

Age	: 19 years old
Date of Birth	: June 20, 2004
Gender	: Female
Citizenship	: Filipino
Civil Status	: Single
Religion	: Born Again
Language	: English and Tagalog
Height	: 154.94cm
Weight	: 108.027lbs

SKILLS AND ABILITIES

- Can understand, read, and write English
- Fast-learner, flexible, polite, and patient
- Ability to easily adapt to a new environment
- Strong communication skills
- Works well under pressure
- Proficient in maintaining hygienic work conditions and upholding a well-organized work area.
- Expertise in office equipment such as computers, printers, & copiers.
- Literate in Microsoft Office Applications
- Ability to work independently or as a part of a team

AWARD/S AND ACHIEVEMENT/S

- Leadership Awardee
- Former President of the Student Society in Information Technology Education
S.Y. 2023
- College of Information Technology and Engineering - SC Public Information Officer
S.Y. 2023-2024
- 1st year college Dean's Lister

EDUCATIONAL ATTAINMENT

College	: PHINMA – Araullo University Cabanatuan City, Nueva Ecija Bachelor of Science in Information Technology A.Y. 2022-present
Senior High School	: Sto. Domingo National Trade School Baloc, Sto. Domingo, Nueva Ecija Accountancy, Business, and Management (2020-2022)
Junior High School	: Sto. Domingo National Trade School Baloc, Sto. Domingo, Nueva Ecija Garment Technology (2016-2020)
Elementary	: Malayantoc Elementary School Malayantoc, Sto. Domingo, Nueva Ecija A.Y. 2010-2016


Tristine Joyce P. Gallardo
Applicant