



GALLECA B. VILLAFLORES

GET IN CONTACT

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Skype ID: aikagalleca

Born: August 24, 1989

693 Katipunan Street Barangay Tisa Cebu City, Cebu, Philippines 6000
(willing to relocate)

PERSONAL PROFILE

A manager / administrative support with over 7 years of experience who loves to learn and do programming skills on the side.

AREAS OF EXPERTISE

- Search Engine Optimization
- Website creation via WordPress
- HTML, CSS, Php, Laravel
- Working knowledge of C, C++, C#, Python, MySQL and Java
- MS Office Tools and Google Docs

OTHER SKILLS

- The ability to analyze complex technical information
- Detail oriented
- Excellent problem solver

WORK EXPERIENCE

OPERATIONS MANAGER

Local SEO Search Inc (Canadian Based Company) | 2013 – Present

- Working offshore with the Philippine team of 30+ employees online
- Promoting local businesses across Canada through Search Engine Optimization.
- Coordinates with the graphics, writers, account managers, social media managers, marketing team, link builders, website developers, search engine optimization specialists with the overall flow of the company.
- Website maintenance
- Doing HR tasks such as hiring, interviewing, company rules, and calculating pay manually

SEO TEAM LEADER

Rottenstein Law Group Marketing Department | 2010 – 2013

- Coordinates with the SEO team regarding strategies on how to rank better our websites
- Onpage and offpage SEO
- Manual link building
- Coordinates with the writers on how to write compelling content that are user intent

SERVICE CREW

JOLLIBEE (Freemont Foods Corporation) | Part time 2008–2008

- Receives funds from customers, disburses funds, and records monetary transactions.

EDUCATION HISTORY

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)

Trainers Methodology Level I | National TVET Trainer Level I (Certificate Valid Until July 14, 2024)

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)

Computer Systems Servicing National Certificate Level II (Certificate Valid Until July 14, 2024)

CEBU INSTITUTE OF TECHNOLOGY-UNIVERSITY

Masters in Information Technology – 36 units taken out of 42

- 2018 – 2021
- Java, Operating Systems, Database Management, J2EE, Android Development, Data Analytics and Project Management

CEBU NORMAL UNIVERSITY

Diploma in Professional Education for teaching

- 2017-2018
- Took the necessary number of units (27) to be able to take the Professional Licensure exam for teachers

CEBU INSTITUTE OF TECHNOLOGY – UNIVERSITY

Bachelors of Science in Computer Science

- 2006 – 2010

CEBU INSTITUTE OF TECHNOLOGY – UNIVERSITY

Secondary High School

- 2002 – 2006
- Leadership and Service Awardee
- Computer Club President

LABANGON ELEMENTARY SCHOOL

Primary school

- 2000 – 2006
- Salutatorian



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

This certifies that

GALLECA B. VILLAFLORES

*has successfully completed the requirements under the
Philippine TVET Trainers Qualification System (PTTQS) for*

NATIONAL TVET TRAINER CERTIFICATE

LEVEL I

in

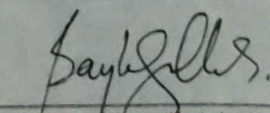
COMPUTER SYSTEMS SERVICING NC II

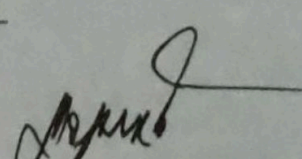


Certificate No. 212007221200061

Issued on: February 26, 2021

Valid until: July 14, 2024


Signature of the certificate holder


SEC. ISIDRO S. LAPEÑA, PhD., CSEE

Director General



Republic of the Philippines
Department of Labor and Employment
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

TRAINERS METHODOLOGY CERTIFICATE I

is awarded to

GALLECA B. VILLAFLORES

*for having completed the competency requirements under the Philippine TVET Trainers
Qualification System (PTTQS) in the following units of competency*

CODE	BASIC COMPETENCIES	CODE	CORE COMPETENCIES
500311109	Lead Workplace Communication	TVT232301	Plan Training Sessions
500232101	Apply Math and Science Principles in Technical Training	TVT232302	Facilitate Learning Sessions
500232102	Apply Environmental Principles and Advocate Conservation	TVT232303	Supervise Work-based Learning
500232103	Utilize IT Applications in Technical Training	TVT232304	Conduct Competency Assessment
500311110	Lead Small Teams	TVT232305	Maintain Training Facilities
500232104	Apply Work Ethics, Values and Quality Principles	TVT232306	Utilize Electronic Media in Facilitating Training
500232105	Work Effectively in Vocational Education and Training		
500232106	Foster and Promote a Learning Culture		
500232107	Ensure Healthy and Safe Learning Environment		
500232108	Maintain and Enhance Professional Practice		
500232109	Develop and Promote Appreciation for Cost-benefits of Technical Training		
500232110	Develop and Promote Global Understanding of Labor Markets		

Certificate No. **TMC-20072201017779**

Issued on **December 20, 2020**

Valid until **December 19, 2025**



Signature of the Holder:

SEC. ISIDRO S. LAPEÑA Ph. D., CSEE

CLN-MC-0722017779

Director General



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE II

in

COMPUTER SYSTEMS SERVICING

is awarded to

GALLECA B. VILLAFLORES

for having completed the competency requirements under the Philippine TVET Competency Assessment and Certification System in the following units of competency:

BASIC COMPETENCIES

- 500311105 Participate in Workplace Communication
- 500311106 Work in a Team Environment
- 500311107 Practice Career Professionalism
- 500311108 Practice Occupational Health and Safety Procedures

CORE COMPETENCIES

- ELC724331 Install and Configure Computer Systems
- ELC724332 Set up Computer Networks
- ELC724333 Set up Computer Servers
- ELC724334 Maintain and Repair Computer Systems and Network

COMMON COMPETENCIES

- ELC315202 Apply Quality Standards
- ELC311203 Perform Computer Operations
- ELC311201 Perform Mensuration and Calculation
- ELC311202 Prepare and Interpret Technical Drawing
- ELC724201 Use Hand Tools
- ELC724202 Terminate and Connect Electrical Wiring and Electronic Circuits
- ELC724205 Test Electronic Components

Signature of the certificate holder
Certificate No. **19072202026661**
VGB-89-804-07022-001

Issued on : **July 15, 2019**
Valid until: **July 14, 2024**



CLN-NQ- 4509963

SEC. ISIDRO S. LAPENA Ph. D., CSEE

Director General

