**Gian Louie N. Mateo**

National road Wakas, Orion, Bataan

Contact no.: 09194494100

Email: louiemateo86@gmail.com

**OBJECTIVE**

To gain professional experience through executing tasks efficiently. Also, to venture into a challenging position in a reputable organization to impart my learnings, knowledge, and skills and help the company achieve its vision.

**EDUCATION**

**Tertiary** **Bataan Peninsula State University - Balanga**

118 Don Manuel Banzon Avenue, Balanga, Bataan

**Bachelor of Science in Psychology**

2018 – 2022

**Secondary** **Tomas del Rosario College**

167 Magsaysay St, City of Balanga, Bataan

2016 - 2018

Graduated With High Honor

**Saint Michael the Archangel Academy, Inc.**

33 Evangelista St, Orion, Bataan

2012 - 2016

Graduated With Leadership Award

**Elementary** **Saint Michael the Archangel Academy, Inc.**

33 Evangelista St, Orion, Bataan

2006 - 2012

**WORK EXPERIENCE**

**Pharmacy Assistant / Cashier – St. Joseph Drug Orion Branch**

**July 2022 – Present**

**As Pharmacy Assistant**

* In charge of dispensing medicines to customers while observing proper customer service standards.
* Giving customers information about the promos and products.
* Cleans, displays, arranges, and refills stocks according to standards.
* Checks and submits to the supervisor near expiry or expired products.
* Lists and recommends products not available in the store but frequently asked by customers.
* Safeguards properties in the store including stocks and inventory.
* Reports all irregularities observed in the store.

**As Cashier**

* Accepts order transactions, receives and checks legal tender, processes sales transactions, and gives the exact and right change to the PA.
* Checks to ensure that the policy on all voids, refunds, and merchandise exchange transactions are implemented.
* Safeguards money derived from the branch’s sales.
* Observe proper turn-over procedures and LCF from PS/SPA and vice versa.

**CLERICAL EXPERIENCES**

**Mobile Legends: Bang Bang Student Leader – Moonton Games**

**October 2020- July 2022**

* Organize Campus-wide events, tournaments, surveys, etc.
* Organize and manpower for nationwide MLBB tournaments.
* Manage and grow the MLBB community
* Prepare the reward and incentives of the constituent.
* Perform interviews and assessments of the applicants.

**Executive Auditor – Pinas Forward Bataan Chapter**

**October 2020 – 2021**

* Audit the receipts and disbursements of the organization at least once every semester and submit and/or present the result of his/her audit to the officers.
* Conduct an internal audit upon the recommendation of the majority of the officers.
* Report any matter affecting the financial status, condition, or result and location of funds of the organization.

**Senator – Campus Student Government BPSU Balanga Campus**

**September 2019 – 2021**

* To disseminate information and announcements of the CSG before every activity.
* To safeguard the pertinent records as well as confidential documents of the Campus Student Government.
* To prepare all the needed documents of the Government, such as the Action plan, Letter Proposals, Narrative reports, and Accomplishment Reports.
* To prepare communications for every announcement of regular and emergency meetings.
* to assist the President and the Vice-President on all matters affecting the student Government.
* To create any publication material needed in every activity or event such as posters, video presentations, photo editing.

**Program Coordinator – Balangay Bayani – BPSU External Operation**

**September 2019 – 2020**

* To lead the coordination among the members in their respective area or institution regarding all projects and activities carried out by the administration or student council; and
* To prepare and present a program flow and/or logistical requirements in every activity.

**Vice President – Psychology Society BPSU**

**May 2019 - 2020**

* Call the emergency meeting/s with the approval or consent of the adviser.
* Represent the organization at the meetings of different organizations called by the office of the Student Affairs.
* Create committees with the approval of the officers; shall be executive chairman of the committees.
* Be entitled to a discretionary fund subject for the approval of the adviser and half of the members of the officers.
* Negotiate any business transactions for and on behalf of the organization subject to the approval of the adviser and majority of the officers.
* Executive and implement decisions, regulations, and resolutions adopted and approved by the organization.

**Press Relation Officer – Psychology Society BPSU**

**August 2018 – 2019**

* Disseminate information that may be of interest or involvement to the members of the organization.
* Assist the President or any officer in establishing linkages.

**Liaison Officer– Balangay Bayani – BPSU External Operation**

**September 2018 -2019**

* To consolidate and safeguard pertinent documents from the executed/participated programs and activities of the organization in his/her respective area or institution;
* To substitute the Chairperson whenever he/she needs a representation to meetings called upon by the area or institution;
* To help the Chairperson in the information dissemination of policies and programs to the organization’s members in their respective area or institution; and
* To make narrative reports and/or other related documents of the activities executed/participated by the officers in their respective area or institution.

**OTHER CLERICAL EXPOSURE**

**FINANCE COMMITTEE, Central Luzon Youth Pilgrimage 2018 – DYM Balanga**

* Consolidate sales of the merchandise
* Assist the committee head and members in any task needed.

**First Aider, Project Kilometro – CSG BPSU Balanga, Balangay Bayani, and SK Federation**

* To oversee the whole activity
* Prepare the medical equipment and needs
* Coordinate to the ambulances and the nearest hospital if needed

**Logistics and Decoration Committee Head, Lakbayani 2018 – Balangay Bayani**

* Represent the committee at the meetings of committee heads called by the President
* To lead the coordination from the start to end of the event
* To prepare all the logistical materials needed to execute the event
* To create linkages on external operations
* Supervise the committee for the event

**Multimedia Committee Head, Balangayan Camp 2019 – Balangay Bayani**

* To cover the entire event
* Create publication materials needed
* Edit and sort the picture and videos throughout the event
* Created posters, audio-visual presentations, and other multimedia effects used in the event.
* Supervise the committee for the event

**OTHER CERTIFICATION**

* National Certificate II – Electrical Installation and Maintenance

**SKILLS AND QUALIFICATIONS**

* Proficient with Microsoft Office Applications and Google Workspaces
* Skillful with Movie Maker, Canva, and various multi-media editing programs
* Able to communicate effectively through written and oral forms
* Flexible in work, and can work overtime
* Always willing to learn, and a fast learner.
* Can manage and organize events or any related programs or training
* Strong problem solving skills

**PERSONAL DATA**

Date of Birth : November 10, 1999

Citizenship : Filipino

Sex : Male

Civil Status : Single

Height : 5’10

Religion : Catholic

**CHARACTER REFERENCES**

**ADRIAN CORNEJO**

*Ace Hardware Manager*

09505454972

**JOB D. PAGUIO, MHisto, MaEd**

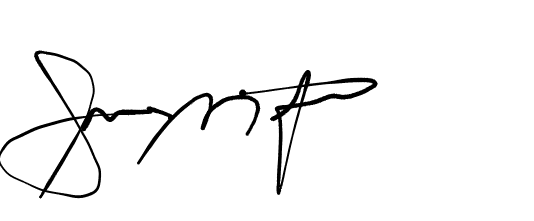
*Assistant Professor IV, BPSU - Balanga*

09463911894

**JENNY M. MARTIN, RPh**

*Pharmacist / Assistant Supervisor – St. Joseph Drug*

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I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

GIAN LOUIE N. MATEO