



JAYBART P. GALAPON

Creative and detail-oriented individual with experience in both graphic design and office support. Skilled in designing social media content and event materials, as well as organizing documents and assisting clients in a professional setting. Offers a blend of creativity and administrative efficiency, with a strong desire to grow in the fields of design or public service.

CONTACT

TALAVERA NUEVA ECIJA 3114

0961-057-8769

galaponjaybart@gmail.com

SKILL

- Graphic Design
- Social media content creation
- Office support skills
- Client Assistance

LANGUAGES

- English
- Filipino

HOBBIES AND INTERESTS

- Website Design
- Music
- Movie
- Exercise

EXPERIENCE

Student Volunteer / Designer April 2024 - Current

Nueva Ecija University of Science and Technology – Talavera

- Created Facebook posts and banners to promote school events.
- Helped organize event materials and supported the team when needed

Office Assistant (SPES Beneficiary) June 2025 – July 2025

Municipal Social Welfare and Development Office – Talavera

- Assigned through PESO under the DOLE-SPES Program to assist with daily office and community tasks.
- Helped organize documents and accommodate clients seeking social services.

EDUCATION

20211 - 2017

Elementary Graduate

Campos Elementary School – Talavera

2018 - 2023

Senior High School Graduate

Campos Elementary School - Baloc

2024 - 2027

Bachelor of Science in Information Technology

Nueva Ecija University of Science and Technology - Talavera