

DONDON B. ELARDO

218-K SALAZAR, BRGY. 43-A QUARRY DISTRICT TACLOBAN CITY, 6500 PHILIPPINES

09465285830

elardo\_dondon25@yahoo.com

**OBJECTIVES:** I seek challenging opportunities where I can fully use my skills for the success of the Organization.

**EDUCATIONAL ATTAINMENT**

**TERTIARY:**  Bachelor of Science in Marketing

Eastern Visayas State University

Graduate

March 24, 2015

**VOCATIONAL:** Computer Hardware Servicing NCII

Innovate ICT Systems, Inc.

2009

**SECONDARY:** Sagkahan National High School

Sagkahan Tacloban City

March 30, 2004

**ELEMENTARY:** Dr. A.P. Banez Memorial Elementary School

Tacloban City

March 30, 2000

**SPECIAL SKILLS:** Computer Literate, Event Organizing and Leadership

Skills

**AFFILIATIONS:** Class President 2010-2012

Peer Counsellor 2010-2013

Vice President FJMA Org. 2011-2013

P.I.O Sife Org. 2013

FJMA Representative (SSG) 2012-2013

Out Standing Student (NSTP-CWTS) 2010

Event Organizer (Brgy. 43-A) 2014

Local Care Providers 2014

**TRANINGS AND SEMINARS ATTENDED**

**TRAININGS**

COMMUNITY BASED DISASTER RISK REDUCTION MGT. TRAINING

COMMUNITY AND FAMILY SERVICES INTERNATIONAL (CFSI)

LEYTE PROGRESSIVE HIGH SCHOOL

October 22 and 24, 2014

TRAINING ON PSYCHOSOCIAL CARE AND SUPPORT

COMMUNITY AND FAMILY SERVICES INTERNATIONAL

LEYTE PROGRESSIVE HIGH SCHOOL

May 21 and 22, 2014

ORIENTATION AND TRAININGS FOR PEER COUNSELORS

EASTERN VISAYAS STATE UNIVERSITY

August 18-19, 2011

ON THE JOB TRAINING

COMPUTER TECHNICIAN AND MAINTENANCE

NET2GO INTERNET CAFÉ, CALBAYOG CITY

October 31, 2009

ON THE JOB TRAINING

FOOD AND BEVERAGE AND HOUSE KEEPING DEPARTMENT

LEYTE PARK RESORT HOTEL, TACLOBAN CITY

February 2007-May 2007

**SEMINARS**

GOOD GOVERNANCE AND DISASTERS PREPAREDNESS

DILG, LA RICA HOTEL, TACLOBAN CITY

MAY 05-08, 2014

THE ASEAN 2015: IT’S IMPACT ON THE PHILIPPINE MARKET AND FILIPINO PROFESSIONALS

EVSU, PEOPLE CENTER, TACLOBAN CITY

September 19, 2014

ONLINE MARKETING

EASTERN VISAYAS STATE UNIVERSITY

May 09, 2014

BUILDING POWERFUL PROFITABLE BRANDS IN TOUGH ECONOMIC CONDITIONS

EASTERN VISAYAS STATE UNIVERSITY

July 27, 2012

LEADERSHIP INSIDE FORWARD THINKING ENVIRONMENT

EVSU, JASMINE BEACH RESORT, MARABUT WESTERN SAMAR

July 20-22, 2011

A DISCERNMENT TO THE RIGHT APPROACH AND STRATEGIES

EASTERN VISAYAS STATE UNIVERSITY

August 05, 2011

ENHANCING ONE’S KNOWLEDGE IN THE REAL WORLD BUSINESS

EASTERN VISAYAS STATE UNIVERSITY

August 05, 2011

IS THERE A CAREER OPPORTUNITY THAT AWAITS YOU

BALYUAN CONVENTION CENTER. TACLOBAN CITY

November 29, 2010

**WORKING EXPERIENCE**

**BARANGAY SECRETARY**

BRGY. 43-A, QUARRY DISTRICT

TACLOBAN CITY

DECEMBER 01, 2013 – FEBRUARY 20, 2015

**SALES CLERK**

ROBINSONS PLACE TACLOBAN

TACLOBAN CITY

MARCH 13, 2013 – AUGUST 31, 2013

**FOOD ATTENDANT / CASHIER**

MC DONALDS

SEPTEMBER 2012 – FEBRUARY 2013

**STUDENT ASSISTANT**

EASTERN VISAYAS STATE UNIVERSITY

TACLOBAN CITY

2010 – 2012

**FOOD HANDLER**

GREENWICH

TACLOBAN CITY

SEPTEMBER 2009 – APRIL 2010

**FOOD HANDLER**

LEYTE DOKIKS CORP. (ANDOKS)

PALO LEYTE

APRIL 12, 2008 – SEPTEMBER 12, 2008

**MARKETING FIELD SUPERVISOR**

LCA AND SONS INCORPORATED

TACLOBAN CITY

JANUARY 2006 – JUNE 2007

**INTERNET CAFÉ ATTENDANT**

RICHARD CORTON

LUZVIMINDA 1 AREA F DASMARINAS CAVITE

DECEMBER 2004 – DECEMBER 2005

**SALES CLERK**

HIGHWAY SUPERMART

TACLOBAN CITY

MAY 2004 – NOVEMBER 2004

**CHARACTER REFERENCES**

GRACE M. GALENDEZ

BUSINESSWOMAN

BRGY. 43-A QUARRY DIST.

TACLOBAN CITY

09296244440

SEVERO L. BLANCO II

INSTRUCTOR

COLLEGE OF BUSINESS AND ENTREPRENUERSHIP DEPT.

EASTERN VISAYAS STATE UNIVERSITY

TACLOBAN CITY

09301832970

FELIX DEXTER O. BARRION

INSTRUCTOR

COLLEGE OF BUSINESS AND ENTREPRENUERSHIP DEPT.

EASTERN VISAYAS STATE UNIVERSITY

TACLOBAN CITY

09173271639

I hereby certifies that the above information’s is true and correct to the best of knowledge and belief.

**DONDON B. ELARDO**

Applicant