



WILMA B. GALLEGO

PROFILE

DATE OF BIRTH:

July 22, 1995

AGE:

29

CIVIL STATUS:

Married

RELIGION:

Roman Catholic

ADDRESS:

Brgy. Buenavista, Baybay City,
Leyte

CONTACT

PHONE:

+63 9463313999

EMAIL:

wilma.bongot@vsu.edu.ph

EDUCATION

**Franciscan College of the Immaculate
Conception, Baybay, Leyte, Incorporated**
Bachelor of Science in Information Technology
2016 - 2020

EXPERIENCE

INTERNSHIP

Baybay City Water District - Production and Water Quality Division

Dec. 3, 2019 - Mar. 13, 2020

PAID WORK EXPERIENCE

VSU Main – Legal Affairs and Services

Jul. 17, 2023 - Present

Puregold Baybay - Receiving Encoder

April 27, 2022 - Jul. 15, 2023

Allison Mktg. Baybay Branch - Saleslady/Cashier

Feb. 2014 - Jan. 2015

SKILLS

- Proficient in typing/encoding, operating Microsoft Office Applications, Operating System (OS), Software Installation and PC Troubleshooting.
- Willing to do overtime jobs
- Punctual, works well under pressure and very cooperative in team environment
- Determined
- Positive and teachable attitude

REFERENCE

Atty. RYSAN C. GUINOCOR

Chief Administrative Officer - Visayas State University

Contact No.: 0917 312 6266

Atty. KAREN ABEGAIL S. MONTERON

Chief Legal Officer - Visayas State University

Contact No.: 0966 833 2544

SHEILA LEMOS

Administrative Aide VI - Visayas State University

Contact No.: 0917 328 8769