

DHONALYN NANIONG

MULTI TASKER
EVENT SPECIALIST
KNOWLEDGE SEEKER

CONTACT



+63-917-323-5647



bi.dangnaniong@gmail.com



Manila, Philippines

SKILLS

Intermediate Computer Skills

Intermediate Event Organizing Skills

Advanced Cooking Skills

Excellent Writing Skills

EDUCATION

Master in Management

Major in Public Administration

Philippine Christian University

2021-2023

Bachelor's Degree in Communication

Major in Journalism

Minor in Speech Communication

University of the Philippines

2007-2011

PROFILE

A 33 years old independent woman, housewife, 11 years as a government employee, and an aspiring advocate of knowledge as well as continuous learning, the drive to start my virtual career have been keeping me wander and curious for almost a year already. In my 11 career years, I always aspire for growth. Challenges keep my spirit alive, and new tasks awakens my adrenaline. I have always been known to be an efficient worker, effective speaker, and tasks-executer. It has been my hobby to complete my tasks as early as possible because my I believe that the formula to success is being productive, accurate, and contented.

WORK EXPERIENCE

Managerial Position

Government Office, Philippines

2011-present

- Manages employees of the Planning and Policy Division
- Ensures that Programs, Activities, and Projects are aligned with the policy direction of the government
- Aides in the formulation and development of policies, and recommends new regulations for implementation
- Leads in the maintenance of a quality management system
- Monitors compliances of offices on statutory and regulatory bases
- Also acts as an internal auditor

LANGUAGES

English



Filipino



Mandarin



Ilocano



Pangasinan

