

Gilbert Del Moral

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SUMMARY PROFILE

- 14+ years of exemplary experience in both administrative and customer service in the government of the Philippines.
- Computer Skills: Microsoft applications (MS Word, MS Excel, & PowerPoint) Video conferencing applications, Photo editing applications (Adobe Photoshop), and other ICT equipment.
- Freelance Photographer, Tour Guide, Event Organizer
- Bilingual: Fluent in English and Filipino
- Acts as the point of contact for agencies and different departments while providing administrative support and managing queries.

PROFESSIONAL EXPERIENCE

Administrative Officer II Tourism Officer

Feb 17, 2020 – Aug 31, 2023

Local Government Unit of Sudipen (<https://tinyurl.com/lgusudipen>)

- Formulates strategic plans or framework plans to develop and enhance the tourism potentials and tourism industry in the municipality of Sudipen.
- Formulates programs and recommendation to develop local tourism facilities and attraction tapping local and outside resources and funds
- Assists in the regulation and supervision of tourism- oriented establishments thereby ensuring wholesome and clean tourism activities
- Prepares necessary forms and documents relative to the implementation of programs for tourism, culture and the arts.
- Prepares monthly tourism statistics report.
- Conceptualizes and Implement Tourism Branding and Marketing Strategies.
- Records and manages files and other pertinent documents of the tourism office and mayor's office.
- Acts as a tour guide, spokesperson, and marketing personnel for tourism and one-town-one-product (OTOP) of the municipality.
- Acts as the Local Economic and Investment Promotions Focal Person for the Municipality of Sudipen.
- Acts as the social media manager of the official Facebook page of the municipality.
- Responds to all inquiries; email, phone calls, and social media platforms, from stakeholders and tourists regarding the products and services of the municipality.
- Spearheaded communication with the different departments of the municipality for the execution of plans and programs.

Front Desk Officer**Food Attendant (Part-time)****Jan 01, 2020 – Aug 31, 2023**

Villa El-lita Hotel, Resort and Restaurant

- Keep logbooks that include phone logs, front desk expenses, and sign-in/out logs.
- Answers all inquiries about the services offered by the establishment.
- Maintain online promotions and marketing for the resort.
- Prepare Accommodation Tourism Statistics Report for submission to the Provincial Government of La Union and the Department of Tourism Region 1.
- Layout promotional materials for the different social media platforms of the resort.

Book Keeper (Part-time)**Jan 01, 2017- Aug 31, 2023**

AAA Enterprises

Top Allan Adventure Park

L.U Mecmec General Merchandise

Lingbaoan Gravel and Sand

Rodolfo Aggregates

Silver Sand and Gravel Trading

Mary Sand and Gravel Trading

Leo Sand and Gravel Trading

Jose J. Awis Sand and Gravel Supply

- Keep thorough records of all financial transactions.
- Maintain and update the book of accounts.
- Manage payments, receipts, invoices, and other financial transactions.
- Do all the online transactions and payments of taxes.

Administrative Aide V**Mar 16, 2017 – Feb 16, 2020****Photographer I****Tourism Officer-Designate**Local Government Unit of Sudipen (<https://tinyurl.com/lgusudipen>)

- Prepares necessary forms and documents relative to the implementation of programs for tourism, culture, and the arts.
- Prepares monthly tourism statistics report.
- Conceptualizes and Implement Tourism Branding and Marketing Strategies.
- Formulate drafts of infographics, certificates, concepts, and product designs for tourism marketing of the municipality.
- Conceptualize social media contents for tourism promotions, culture and the arts.

- Prepare Photo Releases of the program, projects and activities of the Municipal Mayor.
- Acts as the photographer, videographer, program coordinator, and content creator of the municipality.

Administrative Aide I

July 16, 2008– Mar 15, 2017

Local Government Unit of Sudipen (<https://tinyurl.com/lgusudipen>)

- Assists with the daily clerical and logistical needs of the office.
- Common duties and tasks include answering phones, logging information, copying files, responding to emails, updating schedules, and greeting and assisting visitors in the Mayor's Office.

GENERAL MANAGER

May 2004 – June 2008

L.U Mecmec General Merchandise

- Choose and select goods and services that will be sold and offered.
- Manage daily operations, from staff to merchandising.
- Do the inventory and related business documentation.
- Prepare business tax obligations and related matters.
- Plan business strategies for the business operations, promotions, and sales.
- Serves as the focal person for all inquiries, complaints, and problems.

EDUCATION

Master in Public Administration

2023

Isabela State University, Philippines

AB Public Administration

2004

Saint Louis College, Philippines

References Available Upon Request