

# DANIELLE C. BASILIO

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## PROFESSIONAL SUMMARY

Dynamic and results-driven professional with more than 1 year of experience in office industry. Exceptional social skills, organizational prowess, teamwork aptitude, positive outlook, attention to detail, and work ethic; with my dedication, perseverance, and hard work, consistently driving business growth and enhancing operational efficiency. Excellent communicator who values teamwork and is skilled at establishing and preserving connections with members of various teams. Seeking to leverage my expertise to be able to work and deal in a challenging and competitive environment where there is an opportunity for growth, where I can apply and share my knowledge and experiences as an inspiration.

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## WORK EXPERIENCES

### Business Continuity Risk and Management Officer

August 2022 - May 2023

VENVI Agro-Industrial Ventures Corporation | San Nicolas, Ilocos Norte, Philippines

- Responsible in developing, maintaining, or implementing business continuity and disaster recovery strategies and solutions, business impact analyses, strategy selection, and documentation of business continuity and disaster recovery procedures.
- Provides continual risk assessments, develops comprehensive policies, procedures, compliance training, protocols, internal investigations and plans and implements risk management strategies and processes.

### Government Internship Program

August 2023 - November 2023

Local Government Unit of Sarrat, Ilocos Norte, Philippines

- Sort important papers received in the office for safekeeping and file purposes.
- Went to other offices to pass other important documents.
- Assisted drivers for their monthly report.
- Maintained cleanliness and orderliness inside of the office.
- Performs related works on may be assigned by the immediate supervisor.

### Job Order - Administrative Staff

January 2024 - June 2024

Local Government Unit of Pidig, Ilocos Norte, Philippines

- Assisted and answered the queries of walk-in clients.
  - Released documents to respective departments.
  - Received files from other departments.
  - Assisting clients for the renewal of MTO, Franchise and Business.
  - Maintained cleanliness and orderliness of the office.
  - Recorded gasoline claim slip.
  - Sort important papers received in the office for safekeeping and file purposes.
  - Performed other duties and functions which have relevance to assigned task and which are asked and assigned from time to time.
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## EDUCATION

**Highest level of Education:**  
**Bachelor of Business Administration**  
**Major in Marketing Management**

August 2018 - July 2022

Northwestern University, Laoag City, Ilocos Norte, Philippines

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## SKILLS

- Excellent in Oral Communication
- Dedicated and Hardworking
- Highly Organized and Efficient Worker
- Strong willingness to learn
- Time Management Skills
- Initiative & Dependability
- Reliable
- Attention to detail
- Flexibility
- Multitasking Skills
- Team Player