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# CHRISTINE JOYCE GALAPON

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## PERSONAL INFORMATION

SEX: Female DATE OF BIRTH: April 24, 1980  
HEIGHT: 157.48 CMS. CITIZENSHIP: FILIPINO  
LANGUAGE PROFICIENCY: ENGLISH, TAGALOG, ILOKANO

## EDUCATION

University of the Philippines, Diliman, Quezon City  
Graduate, Bachelor of Science in Public Administration  
▪ Subjects taken: Economics, Project Management, Statistics, Organizational Development, and Geographic Information System

## PROFESSIONAL EXPERIENCE

- June 2008 - Present Writer / Content Management , JA Media Solutions  
▪ Content management writer for websites
- Nov 2007 – May 2008 Research Analyst , Risk Metrics Group (RMG) US Research Team  
Philamlife Tower, Paseo de Roxas, Makati  
▪ Conducted researches on compensation data, auditor information, shareholder rights, board structure and other matters related to corporate governance  
▪ Performed corporate governance analysis through standard analysis procedures and use of computer software packages  
▪ Utilized strong internet skills to gather supporting information
- July – November 2007 Writer / Content Management , JA Media Solutions  
▪ Content management writer for websites
- Jan 2007 – July 2007 Research Associate, Institutional Shareholders Services (ISS)  
Research Recommendation and Electronic Voting (RREV)  
Philamlife Tower, Paseo de Roxas, Makati  
▪ Conducted data researches on company financial information database  
▪ Provided analysis on corporate governance, compensation and benefits of various corporations in United Kingdom  
▪ Encoded meeting notices of publicly traded companies.  
▪ Applied streamlined approaches for processes in analyzing the corporate governance of corporations
- June 2005 – Sept 2006 Senior Administrative Assistant III, Department of Education (DepEd)  
Meralco Avenue, Pasig City  
▪ Carried out various administrative function  
▪ Drafted and prepared communications  
▪ Coordinated tasks for executive meetings
- June 2004 – June 2005 Private Secretary II, Department of Education (DepEd)  
Meralco Avenue, Pasig City  
▪ Handled various work processes in relation to writing communications  
▪ Conducted researches on request letters and complaints from regional offices  
▪ Presented documents for advice of appropriate action.  
▪ Routed endorsements and letters to the different concerned divisions. Prepared appointments and accomplished weekly time, expense, and travel reports

April 2004 – May 2004      Technical and Administrative Department Intern  
Local Government Academy (LGA)  
Ortigas, Pasig City

- Provided administrative work to the Technical and Administrative Director with the special projects relating to the development of poverty alleviation plans of the different local government units
- Presented researches on easy access education for municipalities covered by the projects of the agency

**PROFESSIONAL  
STRENGTHS**

- Skilled in research analysis
- Excellent writing skills
- Multi-tasking skills
- Detail specific
- Proficient communication and presentation skills

**SKILLS AND  
COMPETENCIES**

Geographic Information System (GIS) • Project Management • SAP Interest • HTML • CSS • Dreamweaver • Knowledge on Mergers and Acquisitions (M & A) • Understanding of SEC Filings • MS Project, MS Access, MS Excel (Statistical Graphs and Pivot Tables) • Research • SPSS • Accounting Skills • Internet Skills • Bloomberg • Presentation Skills • Technical Writing Skills • Proofreading

**SEMINAR ATTENDED**

**Leadership and Governance amidst Crisis**, August 2002, UP Diliman

**COMPLETED  
COURSEWORK**

Project Management Feasibility Study

- Analyzed the feasibility of a social service project
- Conducted surveys on economic, financial, administrative and social acceptability of the project

Thesis

- Applied statistical concepts such as: hypothesis testing, t-test, correlation, simple regression and factor analysis
- Applied univariate and multivariate statistics using SPSS
- Analyzed empirical data

**Reference shall be available upon request.**