

LIZA VELASCO

Apt.#46 Kilbourne Drive, Brgy. Pangasugan
Visca Baybay City, Leyte
0946-5999-140
lizavelasco31@gmail.com



OBJECTIVE:

Seeking for the position of Office Clerk, to utilize skills in the use of Information and Communications Technology, strong organization skills, excellent interpersonal relationship skills, and administrative experience.

Personal Data:

Full Name: **LIZA ALBISA VELASCO**
Cellphone #: 0946-5999-140
Emergency Contact Number: 09639607505
Email address: lizavelasco31@gmail.com
Nationality: Filipino
Date of Birth: October 29, 1983

Experience:

March 02, 2020 – March 31, 2021

Science Research Assistant, Environmental Leadership and Training Initiative

- Make monthly financial reports, manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances.
- Assist the Project Leader to facilitate collaboration between ELTI and VSU on developing the permanent training site for future training events.
- Develop written materials that will be used as reference materials during the training events, e.g. background information on the different rainforestation sites; tree labels phenology charts and seedlings atlas for the selected sites.
- Help establish new rainforestation sites in Leyte or other areas when needed.
- Perform other project-related tasks that may be assigned by the project/study leader.

October 01, 2019- December 15, 2019

Research Assistant, Visayas State University

- Takes charge in data collection and management.
- Assists the area leader in statistical analysis and report writing.
- Performs administrative works related to the project; and
- Performs other related tasks assigned by the area leader and supervisor.

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Education

June 2019

Bachelor of Secondary Education, Visayas State University

Skills

Oriented in Microsoft Office Application
such as:

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power point

SEMINAR(S) ATTENDED:

School-based Roll-out on the Results-based Performance Management System (RPMS) Seminar

SEPT. 05-06, 2018
BAYBAY NATIONAL HIGH SCHOOL
BAYBAY, LEYTE

Seminar Workshop on Writing
Qualitative/ Quantitative Action Research

OCT.26, 2018
BAYBAY NATIONAL HIGH SCHOOL BAYBAY,
LEYTE

Philippine Association for Teachers and
Educators (PAFTE)

FEB. 23, 2019
LEYTE NORMAL UNIVERSITY TACLOBAN CITY

References:

Dr. Lijueraj J. Cuadra
Associate Professor, DTE-VSU
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Dr. Christy M. Desades Ph.D
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Jacob Glenn F. Jansalin
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