

JOAN ROSEMARIE A. BANZON
D. Veloso Street, Baybay City, Leyte
Philippines
09551123870
jbazon@vsu.edu.ph



PERSONAL INFORMATION:

Age	:	39
Birthdate	:	November 10, 1984
Birthplace	:	Baybay, Leyte
Citizenship	:	Filipino
Religion	:	Roman Catholic
Sex	:	Female
Civil Status	:	Married
Height	:	5'4"
Weight	:	54 kg
Language	:	English, Tagalog, Cebuano, Waray-Waray
Father's Name	:	Renato B. Aberca
Mother's Name	:	Josephine Kathleen Z. Virly

EDUACTIONAL ATTAINMENT:

Graduate:	Visayas State University Master of Management Visca, Baybay City, Leyte	2017-2024
Tertiary:	<i>AMA Computer University</i> Bachelor of Science in Information Technology Tacloban City, Leyte	2001-2005
Secondary:	<i>Franciscan College of the Immaculate Conception (FCIC)</i> Baybay, Leyte	1997-2001
Primary:	<i>Franciscan College of the Immaculate Conception (FCIC)</i> Baybay, Leyte	1991-1997

CIVIL SERVICE ELIGIBILITY:

CAREER SERVICE PROFESSIONAL EXAMINATION
October 17, 2010
EVSU Tacloban City, Leyte

SEMINARS/TRAININGS ATTENDED:

Attaining Work-Life Balance and Productivity (July 9-12, 2024 – Personnel Officers Association of the Philippines, Inc.)

Regional Seminar-Workshop on Records Counter Disaster Preparedness and Business Continuity (August 15-17, 2024 – National Archives of the Philippines)

Seminar-workshop on the Establishment of Records Center and Archival Systems (September 13-15, 2022 – National Archives of the Philippines)

Records Management Including HR Records (July 14-16, 2021 - Personnel Officers Association of the Philippines, Inc.)

Scholarships for Graduate Studies (SGS)-Higher Education Institution Information Session (February 24, 2017 Commission on Higher Education Region VIII)

Total Quality Management Training Among Administrative Personnel (November 13-14, 2009-Visayas State University)

National Association of Registrars of State Universities and Colleges (NARSUC) Seminar-Workshop & 3rd National Convention (April 26-28, 2006 - Leyte State University)

Facilitators Training Medical Transcription Preparatory Course (October 12 – 14, 2006- Total Transcription Solutions, Inc. West Avenue, Quezon City)

Trainer's Training Program (July 31 – October 14, 2006 - Total Transcription Solutions, Inc. West Avenue, Quezon City)

Entry-Level Medical Transcription Training Program (July 31 – October 14, 2006 - Total Transcription Solutions, Inc. West Avenue, Quezon City)

PROFESSIONAL EXPERIENCE:

School Credits Evaluator

Registrar's Office

Visayas State University

January 2023 - present

- Evaluates academic records/credentials of students applying for university, college admission and/or graduation.
- Ensures authenticity of documents and that requirements have been met using established admission and graduation policies and guidelines.
- Reviews and verifies transcripts received, checks and accredit units; determines transferability and equivalences of courses based on course descriptions.
- Check and evaluates continuing students.
- Determine and prepare list of candidates for graduation including with latin honors.

- Maintains computerized student files by entering updates of records as required.
- Processes petitions, curriculum changes and applications for graduation; enters information in student files.
- Monitors and update student lacking requirements and inform the student of their deficiency.
- Prepares list of delinquent students and endorse to the office of the Dean of Students.
- Facilitates, prepares and process requests for correction of name/personal data in school records.
- Prepares Transcript of Records (TOR) of graduating students.
- Consults and coordinates with departments/colleges regarding students matters.
- Secures integrity and confidentiality of records
- Performs various clerical functions in order to maintain files, process paperwork, prepare reports and requests.

Administrative Assistant

Registrar's Office

Visayas State University

November 16 2005 – December 2022

- Prepares diploma of candidates for graduation of main and external campuses.
- Prepares certifications for candidates for graduation of main campus.
- Prepare report on the list of graduates to be submitted to CHED and PRC.
- Encodes personal data, assign student number, encode enrolled subjects of students and issue Certificate of Registration during enrollment. And prints reports such as Class Roster and Grade sheets.
- Encodes adding/changing and withdrawal of subjects of students.
- Print Certificate of Registration of students.
- Update class rosters of instructors/professors.
- Enter to database assign academic advisers of new freshmen students.
- Enters to database the midterm and final grades of students, and prints report of grades for students, parents, and permanent record.
- Verify and prepare list of professors by department who have not submitted the midterm and final grade
- Prepare and send communications to Department Head and College Dean of the professor(s) who have not submitted midterm/final grades.
- Prepares list of students with incomplete (INC) grades and enter to database completion grades.
- Check Grade Point Average (GPA) of scholars present and previous semesters and units earned (academic and non-academic)
- Type communications

Medical Transcription Trainer

- Teach office-based transcription skills in a classroom setting.
- Teaches medical terminology consists of a specialized system of terms that physicians use to discuss clinical procedures, human anatomy, diagnostic testing and legal issues in the healthcare field.
- Teaches the proper use of the English language which is essential to creating legible medical transcriptions.

- Teaches computer literacy which involves using computer programs like word processing applications and speech recognition software, how to use computer accessories like headsets and foot pedals that control the speed of audio recordings.

Supervisor

Ngo Hiong Snack Haus
LSU Maket, Visca, Baybay City, Leyte
December 2004 – June 2007

- Supervise worker from time to time
- Treasurer

Assistant Manager

Aqua Serv Water Refilling Station
Baybay City, Leyte
September – November 15, 2005

- Assist in station's daily operations

Life Underwriter

Insular Life
Tacloban City
3 months

Internship

Globelines
Tacloban City
July – September 2004

- Provided extensive clerical support for office, including data entry and filling
- Introduce to customers Globelines Broadband, the new high speed internet service
- Assist customers on Windows XP operating system.

KEY SKILLS AND COMPETENCIES

- Excellent knowledge in Microsoft Office
- Moderate knowledge in Computer Troubleshooting
- Have a wide understanding in E-mail and Internet Surfing
- Good Performance in Teamwork activities
- Good in Analysis/Analytical Skills
- Self motivated and perseverant
- Interpreting administrative and operating policies and procedures.
- Handling confidential information in the correct manner.
- Enforcing administrative policies in the workplace.
- Excellent proofreading and grammar skills.
- Always listening to the views and opinions of others.
- Able to work without supervision.
- Customer service mind-set.

CHARACTER REFERENCES:

- *Mr. Raymund M. Igcasama*
University Registrar
Visayas State University (VSU)
Baybay City, Leyte
- *Ms. Paciencia P. Milan*
Visayas State University (VSU)
Baybay City, Leyte
- *Hon. Judge Ma. Cleofe Veloso*
RTC Judge
Baybay City, Leyte