

RANNIE BERONDO VERIL

Pangasugan, Baybay, Leyte 6521  
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Personal Information

Date of Birth : February 11, 1995  
Place of Birth : Baybay City, Leyte  
Civil Status : Single  
Religion : Born-Again Christian  
Residential Address : Pangasugan Baybay City, Leyte  
Permanent Address : Pangasugan, Baybay City, Leyte, 6521  
Language : English, Tagalog, Cebuano, Bisaya

Educational Background

Jun. 2011 – Apr. 2015 Bachelor of Science in Agribusiness  
Visayas State University (VSU)  
Visca, Baybay City, Leyte  
  
Thesis written: *Value Chain Analysis of major Vegetable in Barangay Lao Ormoc City, Leyte*  
  
Jun. 2007 – Mar. 2011 Visayas State University Laboratory High School  
Visca, Baybay City, Leyte  
*With Honor*  
  
Jun. 2001 – Mar. 2007 Pangasugan Elementary School  
Pangasugan, Baybay, Leyte  
*First Honorable Mention*

Work and Experiences

- 1. **Deputy Document and Records Controller (dDRC)**  
Visayas State University  
Physical Plant Office – Instrumentation and Laboratory Equipment Unit  
Sept 2022 – *Present*
- 2. **Administrative Aide I**  
Visayas State University  
Finance Department - Accounting Division  
March 2017 – December 2021
- 3. **Part-time Instructor**  
Department of Business and Management  
Visayas State University, Visca, Baybay City, Leyte  
June 2015 – June 2016

## Skills

Computer Proficient (Microsoft word, Microsoft excel, Power point, Browsing)  
English proficient & good in communication skills  
Administrative Skills  
Patience, Adaptability  
Leadership Skills  
Strong Interpersonal Skills  
Time-Management  
Teamwork

## Personal Strengths

With learning agility, self-motivated, hardworking, detail-oriented, dynamic team leader, work well under pressure and with less supervision, resourceful, flexible

## Training/Seminar/Workshop Attended

August 29, 2023	"ISO 9001:2015 Awareness/Re-Awareness Webinar" Visayas State University
December 10, 2020	"Webinar RA 11313 Safe Spaces Act" Visayas State University
November 27, 2020	"ISO 9001:2015 Awareness/Re-Awareness Webinar" Visayas State University
November 13, 2020	"Webinar Document Tracking System" Visayas State University
September 28, 2019	"Workshop on Bookkeeping & Basic Accounting For Non-Accountant" Hacks4Growth Training & Development, Cebu City
August 20-21, 2018	"Target Setting Workshop" Convention Center, Visayas State University
January 15, 2018	"Orientation Workshop Among JO Clerks & Laboratory Technicians" 1 <sup>st</sup> Floor CCE Bldg, Visayas State University

## References:

### **Engr. Marlon G. Burlas**

Engineer III  
Unit Head, Motor Pool Services Office  
Visayas State University  
(+63) 917- 634 -1520

### **Engr. John Allan A. Gulles**

Unit Head, Instrumentation and Laboratory Equipment Unit  
Visayas State University  
(+63) 912 – 587 – 3306

### **Engr. Phloem D. Galupo**

Engineer III  
Physical Plant Office  
Visayas State University  
(+63) 926 – 446 – 3556