



JERLYN DONAYRE

ADMINISTRATIVE ASSISTANT I

■ ABOUT ME

I am a detail-oriented person who aims to provide quality outputs. An Industrious employee who strives to make great efforts to lend a hand and solve problems that will arise. I am eager to receive training to improve my skills and meet your standards to provide good service.

■ EXPERIENCE

Administrative Officer III

September 2023 - Present

- Risk Management Office
 - Consolidating university accomplishments and monitoring action plans.
 - Maintaining the university's risk registry and assisting in risk monitoring.
 - Monitoring university risks and ensuring compliance with regulations.
 - Supporting the development and submission of Land Use Development and Infrastructure Plan (LUDIP) to CHED and BOR.

Administrative Aide III

August 3, 2020 - September 2022

- Planning Office
 - Managing administrative tasks, documentation, and compliance processes to ensure smooth operations.
 - Gathering and consolidating reports on Action Plan effectiveness, Strategic Plan monitoring, and physical target attainment.
 - Consolidating, packaging, and submitting CO, MOOE, and Tier 2 Proposals for CY 2025.

Cashier

June 2019 - August 30, 2020

- Metro Retail Stores Group Inc.
 - Customer satisfaction-oriented
 - Strong communication and time management skill

■ CONTACT

- ☎ +63-926-308-1160
- ✉ jerlyndonayre@gmail.com
- 📍 Zone 1, Baybay City, Leyte

■ EDUCATION

Bachelor of Science in Computer Science

Undergraduate

Visayas State University
2016-2018, 2021-2023

■ SKILLS

- Microsoft Excel and Office
- Google Sheets and Docs
- App Script
- Background in Programming
- Leadership
- Canva

■ REFERENCE

Glenn G. Pajares

Vice President Planning and Development

Email : glenn.pajares@vsu.edu.ph