



JENNILLE MANILAG ADVINCULA



Contact



Zone 1, Brgy. Del Carmen Dulag, Leyte



+639103952829



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Skills

Adaptability and Flexibility



Problem Solving



Technology and Proficiency



Creative Thinking



Leadership



Training Programs Attended

- Municipal Training of Government Internship Program (GIP): Participatory Barangay Development Planning
- Computer Literacy Training
- Third Level Training of Census of Population and Community Based Monitoring System (POPCEN-CBMS)



About Me

A dedicated and enthusiastic individual seeking an Administrative Assistant III (Clerk I) position or any other available opportunities to contribute and grow professionally. Skilled in utilizing advanced communication techniques, technology, and social media platforms to create engaging and effective experiences. Passionate about fostering a positive environment, with a strong commitment to continuous learning and adaptability. Bringing forth a motivated attitude and a genuine desire to make a meaningful impact.



Education

**Bachelor of Secondary Education
Major in Science**

2019-2023

*Eastern Visayas State University-
Tanauan Campus*



Work Experience

DULAG-LGU-DSWD

- **Government Internship Program (GIP) 2023**

Technical Writer

- Creates clear and concise documentation, such as manuals, guides, and reports, to help users understand complex technical information.

PHILIPPINE STATISTICS AUTHORITY-LEYTE

- **POPCEN-CBMS 2024**

Team Supervisor

- Manages daily operations, monitors performance, provides feedback, and ensures the team meets its goals and deadlines.

References

- **Dr. Rex C. Briones**
 - Regional Supervisor, DepEd Region VIII
Serrano Dulag, Leyte
- **Dr. Egbert G. Del Pilar**
 - EVSU-Tanauan Department Head
Burauen, Leyte
- **James R. Pedrera, MAIS**
 - EVSU-Tanauan Campus Instructor
Alangalang, Leyte