

ANTONETTE SEVILLA CRUZ

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OBJECTIVE

- To be hired as Administrative Officer I for the Office of Dean of Students

EDUCATIONAL BACKGROUND

Graduate Study

Visayas State University **2018**
Masters in Management major in Business Management

Tertiary

STI College **2010**
Bachelor of Science in Computer Engineering

Secondary

Visayas State University Laboratory High School **2005**

Elementary

Tinag-an Elementary School **2001**

SKILLS

- Excellent in Microsoft Office (Word, PowerPoint, Excel) Application
- Excellent in Application Software Installation
- Excellent in recordkeeping
- Average in PC Troubleshooting
- Average in Adobe Photoshop Application

CAREER SERVICE ELIGIBILITY

- Passed the Career Service Professional Eligibility with a rating of 81.59%

RELATED TRAININGS AND SEMINARS

Orientation/Re-orientation of Duties and Responsibilities of DDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines **September 7, 2022**
Visayas State University, Visca, Baybay City, Leyte

ISO 9001:2015 Awareness/ Re-awareness Seminar **August 30, 2022**
Visayas State University, Visca, Baybay City, Leyte

Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons and College Hotline Agents **August 25, 2022**
Visayas State University, Visca, Baybay City, Leyte

Re-orientation of Employees' Duties and Responsibilities and Customer Service **September 23, 2021**
Visayas State University, Visca, Baybay City, Leyte

Control your records before they control you: The Basics of Records Management and Records Control	January 27, 2021
Department of Science and Technology - Science and Technology Information Institute	
Document Tracking System	November 13, 2020
Visayas State University, Visca, Baybay City, Leyte	
Identification of proper and complete items, technical Specification and parameters, and orientation of the Purchase Request Module of the Supply Properties Procurement Management Information System	August 28, 2020
Visayas State University, Visca, Baybay City, Leyte	
Working Towards Personal Effectiveness	November 20-23, 2018
Personnel Officers Association of the Philippines, Cagayan De Oro	
Orientation on Preparation of Documents for the Internal Audit	July 26, 2017
Visayas State University, Visca, Baybay City, Leyte	
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit	March 2-3, 2017
Visayas State University, Visca, Baybay City, Leyte	
Full Awareness Training Course ISO 9001:2015	January 26-27, 2017
AJA Registrars Incorporated, Visca, Baybay City, Leyte	

WORK EXPERIENCE

Administrative Aide VI	August 2, 2021 to present
Department of Mechanical Engineering VSU, Visca, Baybay City, Leyte	
Administrative Aide IV	February 18, 2019 to August 1, 2021
Department of Mechanical Engineering VSU, Visca, Baybay City, Leyte	
Administrative Aide III	November 2, 2016 to February 17, 2019
Department of Mechanical Engineering VSU, Visca, Baybay City, Leyte	
Clerk (Job Order)	February 3, 2014 to November 1, 2016
Department of Mechanical Engineering VSU, Visca, Baybay City, Leyte	
Customer Service Representative	May 10, 2013 to November 8, 2013
Experts Global Solutions Company Palo, Leyte	
Clerk (Job Order)	April 23, 2012 to February 28, 2013
VSU Bakery VSU, Visca, Baybay City, Leyte	

CHARACTER REFERENCE

Engr. Ronard G. Paña

Head, Department of Mechanical Engineering
Visayas State University, Baybay City, Leyte

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Engr. Jundy R. Castil

Former Head, Department of Mechanical Engineering
Visayas State University, Baybay City, Leyte

+639124147540

Dr. Jannet C. Bencure

Dean, College of Engineering and Technology
Visayas State University, Baybay City, Leyte

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