



MYRA R. MILLEZA

Office Clerk

- Dedicated and hard-working, willing to learn and flexible to accommodate multiple tasks entrusted with. Experienced and knowledgeable in record keeping, document controlling, and form-filling.

Contact

+639757321363
myrarmilleza@gmail.com
Baybay City, Leyte

Skills

Microsoft Office
Computer Literacy
Organizational Skills
Management Skills
Interpersonal Skills

Language

English
Filipino
Bisaya

References

Dr. Candelario L. Calibo
Former Dean, CAS
Former Head,
Department of Pure and Applied
Chemistry
Visayas State University

Jessamine C. Ecleo
Information System Analyst
Head Procurement Office
Visayas State University

Work Experience

Office Clerk (dDRC) Procurement Office Visayas State University-Main Campus	2023-Present
Office Clerk (AdDRC) Procurement Office Visayas State University-Main Campus	2020-2022
BAC Assistant BAC Secretariat Visayas State University-Main Campus	2019-2020
CAS Clerk College of Arts and Sciences Visayas State University-Main Campus	2017-2018
Laboratory Aide Department of Pure and Applied Chemistry Visayas State University-Main Campus	2015-2017

Trainings, Seminars, and Workshop

Orientation of Guidelines and Procedures on Processess/Services of the Office under ASO Visayas State University	2024
The 5S Revolution for Clerks and Heads Visayas State University	2023
ISO 9001:2015 Awareness and Re-awareness Seminar Visayas State University	2022 & 2023
RA 9184 Government Procurement Act GPPB/TSO	2023
Orientation of Duties and Responsibilities of dDRC, AdDRC, and Cascading Documents and Records Control, Procedure, Manuals, and Guidelines Visayas State University	2022

Education

Two-Year Computer Secretarial Course Franciscan College of the Immaculate Conception Baybay City, Leyte	1993-1995
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