

AIVY MAY M. PORECALLAN

Block 6, Lot 5, Ormoc Highlands 1

Brgy. Gaas, Ormoc City, Leyte

+639462363571

aivymaymilan23@gmail.com

May 28, 2025

To the Human Resource Management Office

Visayas State University

Baybay City, Leyte

Dear Sir/Madam:

I am applying for the **Administrative Aide VI** position at Visayas State University. I am a **licensed professional teacher** and a **cum laude graduate**, holding **Honor Graduate Eligibility (HGE)** under PD 907.

I bring over **seven years of experience** in administrative and customer support roles, including my current position as an **Associate Billing Representative at Optum Global Solutions**, where I process transactions with high accuracy and efficiency. I also have leadership experience as a **Team Leader at E-Innovative Solutions**, where I supervised over 10 staff, streamlined processes, and resolved escalated issues. My background has honed my attention to detail, problem-solving, and data management skills—qualities I believe are essential for the Administrative Aide VI role.

Thank you for considering my application. I am eager to contribute to your team and would appreciate the opportunity for an interview.

Sincerely,

Aivy May Porecallan