



ROSLYN TELEMPROS

ADMIN AIDE III

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REFERENCES

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Michelle Borleo

Planning Officer I

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Dalisay F. Andres

Administrative Officer I

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CAREER OBJECTIVE

To obtain the position of Administrative Aide VI (Clerk III) in the Planning Office where I can contribute my clerical and organizational skills, and continue to support the office's goals with efficiency and dedication.

EXPERIENCE

Planning Office I November 2023 – Present

Administrative Aide III

- Performs clerical tasks such as filing, encoding, and document tracking
- Assists in preparing reports and office communications
- Supports daily operations of the Planning Office

Wallstreet Courier Services I August 2019 – November 2023

Assistant Station Head

- Handled documentation and logistics for delivery operations
- Coordinated with clients for pick-ups and inquiries
- Maintained records and assisted in administrative duties

EDUCATION

2016

Bachelor of Secondary Education, Major in Mathematics
Visayas State University

2012

Secondary Education
Visayas State University Laboratory High School

2008

Primary Education
Bunga Elementary School