



📞 0927 500 0240

✉️ ailendurante1999@gmail.com

💻 <https://www.facebook.com/ailen.durante>

📍 Isabel, Leyte

Education

Bachelor of Elementary Education
Visayas State University- Isabel
2016-2020
GPA 1.773

MaEd- Elementary Education
Palompon Institute of Technology
2024-present

Achievements

Deans' Lister (SY 2017-2018)

College Honor (SY 2017-2019)

Outstanding Student Teacher
August-November 2019

Licensed Professional Teacher
(October 2022)

Expertise

MS Office Skills

Editing

Time management

Encoding

AILEN P. DURANTE

Detail-oriented and highly organized administrative professional seeking a position to leverage strong organizational, communication, and problem-solving skills. Aiming to enhance office efficiency and provide exceptional administrative support to ensure smooth operations in a dynamic work environment.



Work Experience

April-
December
2024

Tolington Elementary School- DEPED

Administrative Support Staff (Contract of Service)

- Provide overall administrative support to the School Head and other school personnel on the daily operations of school.
- Assist the School head on preparing projects and activities.
- Perform other administrative and technical assistance as may be determined by the School Head.

April
2023-
March
2024

BJMP Isabel Municipal Job Order

Administrative Aide III (Contractual)

- Facilitate preparation and processing of vouchers.
- File and sort out LGU-related incoming and outgoing documents.
- Assist in the preparation of and take charge in the documentation of all community related activities.

June
2022-
July
2022

Power Zaver Techno Services Corporation

Admin Staff/ Technical Support (Project-based)

- Assists the administrative/ technical supervisor on clerical works at project site.
- Assisted employees in requesting letters, giving medicines, supplies for work and all their queries.
- Collects and keeps related data about the employees.
- Responsible in payroll, checking of timecard, encoding of timesheet, filing and other clerical duties.

August
2019-
November
2019

Libertad Elementary School & Consolacion ES

Student Teacher (Mono-Grade & Multi-Grade)

- Assisted the cooperating teacher in classroom management.
- Demonstration Teaching
- Created and adapted lesson plan according to students' academic needs.



References

DIODENAH PELOSTRATOS
School Principal I

Phone: 0969 035 6606

LUZVIMINDA TAJOS
College Dean

Phone: 0945 985 1491