

ME-AN D. VILLAS

Purok 6, Sto. Rosario St., Pobalcion, Inopacan, Leyte
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Tel/Cell: 0956 236 9231
Date of Birth : 05 May 1990
Nationality : Filipino
Gender : Female



Resume Summary

Current Position : Administrative Assistant II- Online Programs Office
Current Specialization : Office / Rank & File/ Moodle Administrator
Highest Education : Master in Management(On going)
Bachelor's/College Degree in Computer Science

Employment History

March 1,2017 -Present

1. Visayas State University – Admin Assistant II (Permanent)

Position Title (Level) : Admin Assistant
Specialization : Rank & File/ IT
Industry : SUC / Government
Work Description :

Facilitate and Process MAGDEV students admission and Registration. Developed the LMS based on Moodle for VSU OU.

June 16, 2015 –February 28,2017

1. Visayas State University / Phil-Lidar Project

Position Title (Level) : Project Development Assistant – Phil-Lidar Project
Specialization : IT/Computer - Network/System/Database Admin
Industry : Project Based / SUC/ Government
Work Description:

Report directly to the Project Development Officer, CSRS, Senior SRS. Project Leader and/or Program leader with regard to the policies and administration of the project. Get familiarized with the process workflows and procedures on procurement of office supplies, equipment and other tasks necessary for effective office administration, familiarized with the schedules, timelines and targets of the project. Assist the Project Development Officer in office administration to ensure speedy processing of papers, Vouchers, and other paper works.

Sept 23, 2014 – June 15, 2015

2. Visayas State University – Admin Assistant (Job Order)

Position Title (Level) : Admin Assistant
Specialization : Rank & File
Industry : SUC / Government
Work Description :

Facilitate and Process Job Order Employees Payroll, Remittance and other work assigned by VSU Accounting Office.

July 2011 - October 2011

3. Innodata Knowledge Services Inc.

Position Title (Level) : Production Associate (Fresh Grad / < 1 Year Experienced Employee)

Specialization : IT/Computer - Software

Role : Production Associate

Industry : Computer / Information Technology (Software)

Work Description :

Performs conversion of data from Hardbound Books to Electronic Data for Apple E-pub Bookstore

Educational Background & Training:

Bachelor's/College Degree of Computer Science/Information Technology

Institute/University : Visayas State University (Main Campus, Baybay Leyte), Philippines

Graduation Date : April 11, 2011

References:

Editha G. Cagasan

Director, QAC

Visayas State University

Winston M. Tabada

Head, Department of Computer Science & Technology

Visayas State University

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