



AIRA M. ORAÑO

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PROFILE SUMMARY

A worker with a good attitude, passion and commitment to her work.

EDUCATION

Graduate Level

- Visayas State University - Open University
Visca, Baybay City, Leyte
Master of Agricultural Development major in Agricultural Extension
(*on-going*)

Tertiary Level

- Visayas State University
Visca, Baybay City, Leyte
Bachelor of Science in Agricultural Engineering
2015 – 2020

Post-Secondary Level (Technical and Vocational Institute)

- Sisters of Mary Technical Education Institute (SMTEI)
J.P. Rizal St. Poblacion, Talisay City, Cebu
April 2014 – December 2014
Computer Hardware Servicing NC II Holder (2014-2019)

Secondary Level

- Sisters of Mary School-Girlstown Inc.
J.P. Rizal St. Poblacion, Talisay City, Cebu
2011 – 2014
With Honors

Primary Level

- Pomponan Elementary School
Brgy. Pomponan, Baybay City, Leyte
2006 – 2011
Valedictorian

SCHOLARSHIPS

- Department of Science and Technology – Science Education Institute
RA 7687
2015 – 2020
- TES Program – UniFAST Grantee
- Sisters of Mary School Institute
2011 – 2014

CONVENTION AND TRAININGS

Certificate of Participation/Attendance

- Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)
CCE Building, VSU, Visca, Baybay City, Leyte
February 23, 2024
- HRIS Software Onboarding
VSU, Visca, Baybay City, Leyte
December 6, 2023
- Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University
VSU, Visca, Baybay City, Leyte
November 29, 2023
- Basic GIS Training
Department of Geodetic Engineering
VSU, Visca, Baybay City, Leyte
December 7, 2022
- KoboCollect Training
Department of Geodetic Engineering
VSU, Visca, Baybay City, Leyte
December 7, 2022
- Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines
VSU, Visca, Baybay City, Leyte
September 7, 2022
- ISO 9001:2015 Awareness and Re-Awareness Webinar
VSU RDE Hall, Visca, Baybay City, Leyte
August 30, 2022
- Typhoon Awareness and Calamity Readiness
Department of Meteorology
VSU, Visca, Baybay City, Leyte
July 22, 2022

- Short Course Training and Workshop on Food Value Chain
Golden Peak Hotel, Cebu City, Cebu
October 11, 2019
- 1st ABETalks: Postharvest Operations and Losses on Major Crops in the Philippines
VSU Convention Center, Visca, Baybay City, Leyte
October 29, 2018
- 2011 Aloysian Cup: National Academic and Skills Competition (Tagisan ng Talino sa Kasaysayan at Ekonomiks 1 – Contestant)
Sisters of Mary School-Boystown Inc.
Adlas, Silang, Cavite
Individual Category – 3rd Runner-Up
Team Category – 2nd Runner-Up

Certificate of Completion

- Introduction to Aquaponic Food Production
TESDA Online Program
March 30, 2021
- Project Management 101 by Cloudstaff
Edukasyon.ph x CREAMSILK
March 22, 2021
- Communications 101 by [24]7.ai
Edukasyon.ph x CREAMSILK
March 22, 2021
- Sales 101 by FWD Insurance
Edukasyon.ph x CREAMSILK
March 22, 2021
- Field Practice (On-The-Job Training)
Office of the Provincial Agriculturist – Agricultural Engineering Division
Bacolod City, Negros Occidental
August 03, 2019
- DOST-SEI: 4-Day Comprehensive Community-Based Disaster Risk Reduction Management (CBDRRM) for DOST-SEI Patriot Scholars of Visayas State University
VSU Convention Center, Visca, Baybay City, Leyte
July 31, 2018

Certificate of Training

- Kagawaran ng Teknikal/Bokasyonal na Edukasyon
Sisters of Mary School-Girlstown Inc.
J.P. Rizal St. Poblacion, Talisay City, Cebu
December 10, 2014

Certificate of Appreciation

- Evaluation of the Extension Service Delivery System of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investments for the Agriculture and Fisheries Modernization Plan at the Local and National Levels or I-Plan Sub-Component 1.2
ATI-RTC, VSU, Visca, Baybay City, Leyte
February 9, 2023
- Leadership and Simple Farm Record Keeping
Green-the-Home Project
Office of the Municipal Agriculture, Hilongos, Leyte
September 2, 2022
- Ilang-Ilang Ladies Dormitory Officers
Ilang-Ilang Ladies Dormitory, Visca, Baybay City, Leyte
Dormitory President – May 2019
Dormitory Treasurer – May 2018
- DOST Scholars' Society Officers
3rd Year Representative
VSU Beach, Visca, Baybay City, Leyte
November 02, 2017

WORK EXPERIENCE

- Clerk/dDRC
Visayas State University-Main Campus
Department of Agricultural Education and Extension
Visca, Baybay City, Leyte
June 15, 2022 – To present
- Field Practice (On-The-Job Training)
Office of the Provincial Agriculturist – Agricultural Engineering Division
Bacolod City, Negros Occidental
June 10 – August 03, 2019
Trainee

ORGANIZATIONS AND AFFILIATIONS

- Philippine Society of Agricultural Engineers – Pre-Professional Group National Chapter
- Philippine Society of Agricultural Engineers – Pre-Professional Group Visayas Chapter
- Philippine Society of Agricultural Engineers – Pre-Professional Group Visayas State University Student Chapter
- DOST-SEI Scholars' Society – Visayas State University Student Chapter
- University Interdormitory Student Body
- Ilang-Ilang Ladies Dormitory

SKILLS

- Basic knowledge on Drone Operation
- Farm Machinery and Equipment Operation
- Knowledge on Project Scheduling utilizing S-Curve as project management tool
- Proficient in MS (Word, PowerPoint, Excel)
- Leadership
- Teamwork
- Initiative
- Adaptability to change
- Interpersonal and communication skills
- Time management and project management skills
- Ability to leverage technology