



# JERLYN DONAYRE

ADMINISTRATIVE AIDE IV

## ■ ABOUT ME

I am a detail-oriented person who aims to provide quality outputs. An Industrious employee who strives to make great efforts to lend a hand and solve problems that will arise. I am eager to receive training to improve my skills and meet your standards to provide good service.

## ■ EXPERIENCE

### Administrative Officer III

September 2023 - Present

- Risk Management Office
  - Consolidating university accomplishments and monitoring action plans.
  - Maintaining the university's risk registry and assisting in risk monitoring.
  - Monitoring university risks and ensuring compliance with regulations.
  - Supporting the development and submission of Land Use Development and Infrastructure Plan (LUDIP) to CHED and BOR.

### Administrative Aide III

August 3, 2020 - September 2022

- Planning Office
  - Managing administrative tasks, documentation, and compliance processes to ensure smooth operations.
  - Gathering and consolidating reports on Action Plan effectiveness, Strategic Plan monitoring, and physical target attainment.
  - Consolidating, packaging, and submitting CO, MOOE, and Tier 2 Proposals for CY 2025.

### Cashier

June 2019 - August 30, 2020

- Metro Retail Stores Group Inc.
  - Customer satisfaction-oriented
  - Strong communication and time management skill

## ■ CONTACT

- ☎ +63-926-308-1160
- ✉ jerlyndonayre@gmail.com
- 📍 Zone 1, Baybay City, Leyte

## ■ EDUCATION

### Bachelor of Science in Computer Science

Undergraduate  
Visayas State University  
2016-2018, 2021-2023

## ■ SKILLS

- Microsoft Excel and Office
- Google Sheets and Docs
- App Script
- Background in Programming
- Leadership
- Canva

## ■ REFERENCE

### Glenn G. Pajares

Vice President Planning and Development

Email : glenn.pajares@vsu.edu.ph