

MARJORIE B. MERANO



SUMMARY

Experienced and dedicated Research and Support Staff with a proven track record of providing exceptional research and administrative support. Skilled in managing records, organizing files, research work, and handling confidential information with discretion. A good team player and effective communicator with a commitment to delivering high-quality support.

CONTACT

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City, Leyte

PERSONL INFOMATION

Gender: Female
Nationality: Filipino
Age: 29
Date of Birth: March 19, 1996
Place of Birth: Hindang Leyte
Civil Status: Single
Height: 4'12
Weight: 58 kg

ELIGIBILITY

Career Service Professional Examination
Passed, August 7, 2022

EDUCATION

2012-2017	Visayas State University Visca, Baybay City, Leyte Bachelor of Science in Computer Science
2008 - 2012	Baybay National High School 30 de diciembre st. Baybay City, Leyte
2002-2008	Igang Elementary School Brgy. Igang, Baybay City, Leyte

WORK EXPERIENCE

VISAYAS STATE UNIVERSITY

VISCA, BAYBAY CITY, LEYTE

Science Research Assistant (August 8, 2022 - Present)

Listed below are the specific functions, duties, and responsibilities of a Science Research Assistant:

- Take charge of the database for R&D and maintain systematic encoding and retrieval of data;
- Take charge of the Monitoring and Evaluation of the Human Resource for R&D;
- Facilitates review and endorsement of research proposal for TRC review.
- Take charge of the reviewing and recording of the Individual Faculty Workload of VSU Faculty
- Take charge of the reviewing and recording of leave status of VSU Faculty
- Takes charge in the monitoring and updating of database of publication citations among VSU faculty.
- Act as the deputy Documents and Records Controller (dDRC)

VISAYAS STATE UNIVERSITY

VISCA, BAYBAY CITY, LEYTE

Science Research Assistant - Project Base (August 2, 2021 - August 5, 2022)

Listed below are the specific functions, duties, and responsibilities of a Science Research Assistant (Project Base) :

- Conduct literature reviews
- Perform, collect, and analyze data
- Maintain accurate records of the data, safeguarding the confidentiality of the results, as necessary
- Summarize results of the experiments and project
- Provide ready access to all survey data for the faculty researcher and/or project leader
- Request supplies or equipment necessary for the project and manage inventory
- Monitor the project budget
- Manage and respond to project related communications, as necessary
- Attend project meetings, seminars, and trainings, as necessary
- Prepare documents, and reports for submission to funding agency and collaborating agency
- Prepare other articles, reports, and presentations related to the project

WORK EXPERIENCE

ORMOC CITY INSTITUTE OF TECHNOLOGY

F. ABLEN, ORMOC CITY

Administrative Staff - (April 20, 2019 - March 16, 2020)

Listed below are the specific functions, duties, and responsibilities of an Administrative Staff:

- Managing student records, handling admissions, student uniforms, and ensuring compliance with school policies.
- Coordinating with parents, teachers, and other staff members to ensure effective communication and address concerns.
- Helping in creating and managing schedules for classes, events, and other school activities.
- Settling Financial obligations of the School (BIR, Electric Bill, Water Bill, Phil Health, SSS, Pag-ibig, Internet)
- Maintaining accurate and up-to-date records of students' important data.
- Assisting with day-to-day tasks, such as office management, supply ordering, and facility maintenance.

INNODATA KNOWLEDGE SERVICES INC. - SUBANGDAKO MANDAUE CITY

Data Analyst/Encoder - (September 14, 2017 - January 6, 2018)

Listed below are the specific functions, duties, and responsibilities of a Data Analyst:

- Reviewing and ensuring the accuracy of annotated data.
- Analyzing datasets to identify trends, patterns, and insights to improve data quality and client deliverables.
- Accurately entering data into systems.
- Ensuring the accuracy and quality of encoded data to meet client standards and requirements.
- Managing workload to meet productivity targets and deadlines

WORK EXPERIENCE

PRE-PROFESSIONAL EXPERIENCE:

Visayas State University (March 2015 – June 2015, April 2016- August 2016)

Encoder

- Enrollment encoder and assist the computer registrar for encoding the subjects, handled troubleshooting and maintenance as well as monitoring.

SEMINARS AND TRAINING ATTENDED

- ANNUAL IN-HOUSE REVIEW FROM JUNE 30 - JULY 4, 2025
- CRAFTING WINNING CONCEPT PROPOSAL: A WORKSHOP FOR DOST 2025 CALL FOR PROPOSALS ON FEBRUARY 21, 2025
- ENHANCING DIGITAL COMMUNICATION ON NOVEMBER 20, 2024
- TRAINING WORKSHOP ON WRITING HIGH- IMPACT PUBLICATION FROM OCTOBER 8 - 10, 2024
- TRAINING WORKSHOP ON WRITING INNOVATIVE RESEARCH PROPOSALS ON SEPTEMBER 24, 2024
- SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM) ON JULY 30 - 31, 2024
- SEMINAR WORKSHOP ON 5S AT THE WORKPLACE ON JULY 30, 2024
- FROM POLICY TO PRACTICE: EODB, DPA OF 2012, AND PIA REORIENTATION FOR VISAYAS STATE UNIVERSITY PERSONNEL ON JULY 29, 2024
- ANNUAL IN-HOUSE REVIEW FROM JULY 8 - 12, 2024
- REGISTRATION COMMITTEE MEMBER DURING FARMERS AND FISHERFOLKS' DAY ON APRIL 27, 2024
- TRAINING WORKSHOP ON RESEARCH PROPOSAL WRITING FROM MARCH 11-12, 2024
- ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESS/SERVICES OF THE OFFICES UNDER THE ADMINISTRATIVE SERVICE OFFICE (ASO) ON FEBRUARY 23, 2024
- CY 2024 RESEARCH WRITESHOP ON FEBRUARY 21, 2024
- HRIS SOFTWARE ONBOARDING ON DECEMBER 16, 2023

SEMINARS AND TRAINING ATTENDED

- UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS & HEADS AT VISAYAS STATE UNIVERSITY ON NOVEMBER 29, 2023
- CY 2023 RD IN-HOUSE REVIEW ON SEPTEMBER 7-8, 2023
- ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR ON AUGUST 29, 2023
- HARMONIZING FACILITIES AND EQUIPMENTS USED FOR RESEARCH ON AUGUST 17, 2023
- CY 2023 RD IN-HOUSE REVIEW FROM MAY 8-12, 2023
- MENTAL HEALTH WELLNESS SEMINAR ON APRIL 25, 2023
- LEVEL II CLUSTER REVIEW PRESENTATION ON OCTOBER 24, 2022
- VSU FACULTY ONBOARDING ON SEPTEMBER 5-7, 2022
- VSU GRADUATE SCHOOL ON BOARDING FOR FACULTY AND STUDENTS ON FEBRUARY 24, 2022
- TRENDS IN SOFT MATTER RESEARCH AND ITS APPLICATIONS ON FEBRUARY 4, 2022
- WOMEN'S REPRODUCTIVE HEALTH, BREAST CANCER, AND GYNECOLOGICAL CANCERS ON OCTOBER 7, 2021
- VSUEE WEBINAR-WORKSHOP ON FEBRUARY 10, 2022
- RE-ORIENTATION OF EMPLOYEES' DUTIES AND RESPONSIBILITIES AND GOOD CUSTOMER SERVICE

REFERENCES

MARIA VERJIE V. SUBERE

Head, Monitoring and Evaluation - VSU

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MA. RACHEL KIM L. AURE, PHD

Director for Instruction and Evaluation - VSU

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