




# ESTELA B. ESCASINAS


CLERK

## Profile

I have an experienced as a clerk with over seven years in a university. I am a passionate and efficient individual with a strong track record of providing harmonious relationship with colleagues. I'm a quick learner and always eager to improve my skills. I'm also a very positive and friendly person, and I enjoy creating a welcoming and enjoyable experience with other people. I'm confident that my skills and positive attitude would make me a valuable asset to your institution

 0963-2656213

 escasinasestela@gmail.com

 Maharlika Highway St.,  
Poblacion Mahaplag, Leyte

## Education

### Master of Education (MEd)

Visayas State University

2021 - 2022 (6 units earned)

### Bachelor Elementary Education

Visayas State University

2013 - 2017

## Skills/Hobbies

Computer Literate

Typing, filing, clerical works

Working harmoniously with  
colleagues

Cooking

## Language

English      Cebuano

Filipino

## Work Experience

2018

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Present

### Visayas State University

Office Clerk

- Checking of various documents, sorting files, recording and tagging, and maintaining orderliness in the office.
- Assisting to retrieve documents and do data encoding.
- Perform other functions that the supervisor will assign as the need arises.

2011

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2012

### Carawana Medical Clinic

Medical Secretary

- Assisting medical doctor for the patients record.
- Maintaining cleanliness and orderliness in the clinic.

## References

**Flerida Ruth R. Quimbo**

SA III / OIC-Audit Team Leader

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ERA I

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