

DARLYN A. DUPAL

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SUMMARY

In terms of action, I am a detail oriented person who works with dignity, sensitivity, honesty and respect. Proactive in attitude and able to find different ways to kindle and engage with people. I am an active enthusiastic alumnus seeking for a job that would enrich and use my knowledge and skills to contribute in the improvement of every field I am in.

Education

MARCOS ELEMENTARY SCHOOL | 2011 | AMRCOS BAYBAY LEYTE

BUNGA NATIONAL HIGHSCHOOL | 2015 | BUNGA BAYBAY LEYTE

BS IN ENVIRONMENTAL MANAGEMENT | 2019 | VISAYAS STATE UNIVERSITY – MAIN CAMPUS

Skills & Abilities

- Good written and verbal communication skills
- Knowledgeable in Microsoft Office (Word, Powerpoint, Excel)
- Highly organized and flexible
- Effective and efficient in doing specific tasks
- Collaborative team member
- Filing and keeping documents/records

Experience

CLERK/DOCUMENT RECORD CONTROLLER | VISAYAS STATE UNIVERSITY | 2019-2023

- Takes charge of the communications within the office.
- Provide assistance to the faculty, staff and clients.
- Prepares financial documents (reimbursement, liquidations, cash advance, etc.)
- Provide assistance during the hiring of the department
- Controls all forms and act as document record controller (ISO Forms)
- Serves as a document record controller to the department

ADMIN ASSISTANT II | DEPARTMENT OF AGRICULTURE-RFO7 | 2024-2025

- Provide assistance to the Regional Technical Director for Research and Regulations of DA-7
- Prepares financial documents such as reimbursement during the travel
- Takes charge of the communications within the office.