

Lorelie A. Grabino

Purok Caimito, Asuncion, Maasin City, Southern Leyte
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OBJECTIVE

To secure an entry-level position in your esteemed organization where I can contribute to its success while gaining valuable experience and professional growth.

EDUCATION

Bachelor of Science in Development Communication

Visayas State University
2020-2024

Humanities and Social Sciences

The College of Maasin
2018-2020

Junior Highschool

The College of Maasin
2014-2018

Elementary

Maasin Central School
2008-2014

WORK EXPERIENCE

Data Entry Machine Operator I (DEMO I), *Management Information System, Visayas State University-Main Campus, Baybay City, Leyte*

July 1, 2025 – December 31, 2025

- Document and facilitate inception meetings, presentation of developed L&D system, training, and workshop related to the Learning and Development (L&D) System.
- Document functional requirements for the development of the Learning & Development System.
- Data Entry for test data, during the development and testing phase of the L&D System.

- Prepare the needed media (Photos, Screenshots, PDFs) for the documentation of the L&D Sytem.

Administrative Aide III, Infrastructure Project Development Office, Visayas State University-Main Campus, Baybay City, Leyte

March 7, 2025 – June 30, 2025

- Received and recorded incoming/outgoing documents
- Prepared and processed administrative/financial documents on time
- Acted as Deputy Documents Records Controller (dDRC)
- Facilitated Infrastructure-related activities

Project-based Research Staff, Research, Innovation and Extension Services, Southern Leyte State University-Main Campus, Sogod, Southern Leyte

January 8, 2025 – March 5, 2025

- Generated Scopus database for the bibliometric analysis
- Edited, revised, and polished method and non-method papers
- Authored and co-authored research papers
- Prepared and developed project proposal

Project-based Research Staff, Research, Innovation and Extension Services, Southern Leyte State University-Main Campus, Sogod, Southern Leyte

August 21, 2024 – December 27, 2024

- Authored and co-authored research papers
- Edited, revised, and polished method and non-method papers
- Generated Scopus database for the bibliometric analysis
- Prepared and developed project proposals
- Taught students in creating research papers
- Served as a resource speaker on preparing research for publication in scholarly journals

TRAININGS/SEMINARS ATTENDED

ISO 9001:2015 Awareness & Re-Awareness Webinar

Quality Assurance Center, Visayas state University

September 5, 2025 (4 hours)

Orientation on Financial Management Transactions in VSU

Human Resource Management and Development, Visayas State University

March 13, 2025 (8 hours)

Polishing of Research and Non-Method Papers for Publication

Research, Innovation and Extension Services, Southern Leyte State University

December 11, 2024 (16 hours)

Writershop on Peer Reviewing Journals

Research, Innovation and Extension Services, Southern Leyte State University

November 25–26, 2024 (8 hours)

Critiquing Papers of Bibliometric and Commentary Papers

Research, Innovation and Extension Services, Southern Leyte State University

October 28, 2024 (16 hours)

Computer Skills Enhancement Training

Office of Human Resource Management and Development, Southern Leyte State University

October 28–29, 2024 (4 hours)

Workshop on Bibliometric Analysis and Visualization on VOS Viewer

Research, Innovation and Extension Services, Southern Leyte State University

October 24, 2024 (8 hours)

Intensive Workshop for Journal Publication

Research, Innovation and Extension Services, Southern Leyte State University

October 23, 2024 (6 hours)

Optimizing Bibliometric Research and Scopus Data Acquisition for Comprehensive Write-Ups

Research, Innovation and Extension Services, Southern Leyte State University

September 3, 2024 (6 hours)

Writershop on Commentary for Journal Publication

Research, Innovation and Extension Services, Southern Leyte State University

August 21, 2024 (4 hours)

Video Production Workshop

Development Communicator's Society

February 25, 2023 (3 hours)

Audio Production Workshop

Development Communicator's Society

February 22, 2023 (2 hours)

ABS-CBN Pinoy Media Congress Caravan

ABS-CBN and Philippine Association of Communication Educators

March 12, 2022 (8 hours)

ELIGIBILITY

Civil Service Eligible (Professional Level)

August 6, 2022

81.5

HONORS AND AWARDS

Cum Laude, *Bachelor of Science in Development Communication*, Visayas State University-Main Campus, Baybay City, Leyte

With Honors, *Humanities and Social Sciences*, The College of Maasin, Tunga-tunga, Maasin City, Southern Leyte

With Honors, *Junior Highschool*, The College of Maasin, Tunga-tunga, Maasin City, Southern Leyte

1st Honorable Mention, *Elementary*, Maasin Central School, Tunga-tunga, Maasin City, Southern Leyte

RECOGNITION

Resource Person, “*Collaborative Online International Learning Session*” between Southern Leyte State University and Tra Vinh University, Southern Leyte State University-Main Campus

October 26, 2024

Resource Speaker, “*Writeshop on Publishable Essay: Engaging Top Student Writers*”, Southern -Leyte State University-Main Campus

October 24-25, 2024

Resource Person, *“Workshop on the Submission of Research Papers for Scholarly Publication”*, Southern Leyte State University-Main Campus
October 23, 2024

TECHNICAL SKILLS

Computer literate: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Canva
Effective communication: Technical Writing, Public Speaking

LANGUAGES

Bisaya: Fluent
Tagalog: Proficient
English: Proficient

REFERENCES

Dr. Jude Nonie A. Sales

Associate Professor II
09173005081, judenonie.sales@vsu.edu.ph

Gemar B. Mori

Associate Professor II/CM - Community Engagement Services Coordinator
09554274239, morigemarbarola@gmail.com

Trixia Jayne Baculfo

Master of Education in English
09273349585, trixiajayne@gmail.com