



LALAINE MAY DIAZ DY

Brgy. San Isidro 0975 8837271
Baybay City, Leyte lalaine.dy@vsu.edu.ph

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet office goals.

Skills & abilities

Report Generation
Clerical Support
File Management

Payroll Processing
Document Preparation

Leadership

Mentored colleagues

Education

Bachelor of Science in Agribusiness, *Visayas State University* (June 2019)

High School Diploma, *Visayas State University Laboratory High School* (2015)

Elementary Diploma, *Baybay Adventist Elementary School*(2011)

Experience

03/2022- Current

Administrative Aide III (Clerk)

Visayas State University- Cash Office, Brgy. Pangasugan Baybay City, Leyte

09/2020 & 10/2021-12/2021

Enumerator

Philippine Statistics Authority, Tacloban City, Leyte

01/2019-03/2019

On the Job Trainee

AGREA Agricultural Systems International, Inc., Boac Marinduque