

Alfe Mae Ann E. Marinay

Barangay Gaas, Baybay City Leyte, Baybay, 6521 (PH)
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alfemaeannmarinay@gmail.com



PROFESSIONAL SUMMARY

Professional, hardworking and experienced employee for 3 years and plus, seeking to utilized my knowledge, skills and strengths to contribute company efficiency. Strong analytical skills, creative in resolving problems and addressing issues; self-motivated, dedicated, decisive; always seeks tasks to completion.

EMPLOYMENT HISTORY

Duration: Oct. 2019 – Present

Position: Administrative Aide I/Clerk I

Name of Office/Unit: Physical Plant Office

Immediate Supervisor: Engr. Mario Lilio P. Valenzona

Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City

- List of Accomplishments and Contributions
 - Prepared monthly electric bill and water consumption of VSU Faculty & staff, Commercials
 - Consolidate of ISO document
 - Prepare of Purchase Request and Project Procurement Management Plan (PPMP)
 - Filing of ISO documents
 - Receive incoming documents
 - Recording of incoming and outgoing job requests
 - Receive payments and issue receipts to clients
 - Perform other functions as assigned by superior and other office staff.

- Summary of Actual Duties
 - Responsible for controlling, maintaining, recording and filing of incoming and outgoing ISO documents in our office. Answering telephone calls, and assisting clients.

Duration: July 2018 – Sept. 2019

Position: Accounting Staff

Name of Office/Unit: Accounting Office, LGU Baybay

Immediate Supervisor: Mrs. Evelinda Oppus

Name of Agency/Organization and Location: Local Government Unit of Baybay

- List of Accomplishments and Contributions
 - Encoded vouchers monthly for easy access to files.
 - Segregating and filing monthly vouchers
 - Segregating and filing payrolls of JO and regular LGU staff
 - Prepares transmittal and filing Representation Allowance and Transportation Allowance (RATA).

Nov. 2017 – Feb. 2018 Baybay City, Leyte
Job trainee, Baybay City Water District

- Performing office duties.
- Assisting clients and supervisors.
- Recording incoming and outgoing maintenance requests.

EDUCATION

2014 - 2018
Bachelor of Science: Business Administration Major in Human Resource Management and Development

- Franciscan College of the Immaculate Conception - Baybay City, Leyte
- Dean’s Lister

2010 - 2014
High School Diploma

- Franciscan College of the Immaculate Conception
- Salutatorian

2004-2010
Elementary

- Franciscan College of the Immaculate Conception
- Barangay Gaas Elementary School
- With Honors

SKILLS

- Analytical Skills
 - Customer Service
 - Computer Skills
 - Mathematical Skills
 - Good Communication Skills
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CHARACTER REFERENCE

- *Mrs. Tessie Salubre*
Accounting Office, LGU Baybay
09164419725
- *Engr. Mario Lilio Valenzona*
PPO Director, Visayas State University
09176341514
- *Mrs. Evelinda Oppus*
Former Head, Accounting Office LGU Baybay City
09173240307

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



ALFE MAE ANNE E. MARINAY
Applicant