



## JULIE ANN ORIAS

Administrative Aide

Department of Teacher Education, Visayas State University

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563-7527 / 09207313902

## ACADEMIC BACKGROUND

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### Graduate

Master in Management  
major in Agribusiness Management  
Visayas State University  
Visca, Baybay City, Leyte  
August 2017 - Present

### Secondary

Damulaan National High School  
Damulaan, Albuera, Leyte  
Year Graduated: March 2013

### Tertiary

Bachelor of Science in Agribusiness  
Visayas State University  
Visca, Baybay City, Leyte  
Year Graduated: June 2017

### Elementary

Baybay I Central School  
Baybay City, Leyte  
Year Graduated: March 2009

## WORK EXPERIENCE

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### Administrative Aide

Job Order Status  
Department of Teacher Education  
Visayas State University  
Visca, Baybay City, Leyte  
August 1, 2017 to Present

## SEMINARS & WORKSHOPS ATTENDED

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### SEMINAR WORKSHOP ON RECORDS MATRIX AND NAP FORM-1 COMPLETION

Visayas State University  
Visca, Baybay City, Leyte  
December 13, 2019

**HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)  
PRESENTATION AND TRAINING OF THE DEVELOPED RSP, PDS AND PLANTILLA  
MANAGEMENT SYSTEM**

Visayas State University  
Visca, Baybay City, Leyte  
November 25-26, 2019

**CUMULUS WORKSHOP WITH DEPARTMENT CLERKS AND FOCAL PERSONS**

DCST Room 202  
Visayas State University  
Visca, Baybay City, Leyte  
July 16, 2019

**QMS RISK ASSESSMENT AND ISO DOCUMENTATION TRAINING**

RDE Hall  
Visayas State University  
Visca, Baybay City, Leyte  
January 16-17, 2019

**ORIENTATION-WORKSHOP FOR JO CLERKS AND LABORATORY TECHNICIANS**

Center for Continuing Education 1<sup>ST</sup> floor  
Visayas State University  
Visca, Baybay City, Leyte  
January 15, 2019

**INVOLVEMENTS**

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**APPOINTMENT AS TPES EVALUATION FACILITATOR**

First Semester SY: 2018-2019 - First Semester SY: 2019-2020

**ISO DEPUTY DOCUMENTS AND RECORDS CONTROLLER**

**RIBBONS AND PROGRAM COMMITTEE MEMBER**

Visayas State University  
Integrated High School Graduation  
May 31, 2019

**CURRENT ADDRESS**

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Permanent Address:	Mahayahay, Albuera, Leyte, 6542
Residential Address:	Guadalupe, Baybay City, Leyte, 6521

## PERSONAL

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Date of birth: July 4, 1996  
Place of birth: Kananga, Leyte  
Civil Status: Single  
Height: 4" 10"  
Weight: 50 kgs.  
Skills: Computer skills  
- Proficient with MS Word, Excel, Publisher and PowerPoint  
- Graphic Designing  
Effective Communication skills  
-English, Filipino, Bisaya

## REFERENCES

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**ALELI A. VILLOCINO, ED. D**  
Dean, College of Education  
Visayas State University  
Visca, Baybay, City, Leyte  
(+63)9173040879

**BAYRON S. BARREDO, ED. D**  
Head, Department of Teacher Education  
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**LOLITO C. BESTIL, PH.D.**  
Department of Animal Science  
Visayas State University  
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(+63) 9177052058