



AIRA M. ORAÑO

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PROFILE SUMMARY

A worker with a good attitude, passion and commitment to her work.

EDUCATION

Graduate Level

- Visayas State University - Open University
Visca, Baybay City, Leyte
Master of Agricultural Development major in Agricultural Extension
(*on-going*)

Tertiary Level

- Visayas State University
Visca, Baybay City, Leyte
Bachelor of Science in Agricultural Engineering
2015 – 2020

Post-Secondary Level (Technical and Vocational Institute)

- Sisters of Mary Technical Education Institute (SMTEI)
J.P. Rizal St. Poblacion, Talisay City, Cebu
April 2014 – December 2014
Computer Hardware Servicing NC II Holder (2014-2019)

Secondary Level

- Sisters of Mary School-Girlstown Inc.
J.P. Rizal St. Poblacion, Talisay City, Cebu
2011 – 2014
With Honors

Primary Level

- Pomponan Elementary School
Brgy. Pomponan, Baybay City, Leyte
2006 – 2011
Valedictorian

CONVENTION AND TRAININGS

- VOIP Phone Mastery and Output Messenger Presentation Manual Training
- Orientation/Re-orientation, Training on Suicide Prevention and Oath Taking Ceremony
- ISO Awareness and Re-awareness Seminar
- Baybay KUMPAS: Basic Conducting Seminar and Workshop
- 2nd AbanTeknolohiya: Industry-Academe Fireside Chat- Short Presentation from VSU and Industry/Business Partners
- Seminar-Workshop on Cultural Mapping of VSU Main Campus' Heritage Properties
- Orientation of Guidelines and Procedures on Processes/Services of the Offices under Administrative Services Office (ASO)
- HRIS Software Onboarding
- Unlocking Excellence: The 5S Revolution for Clerks and Heads at Visayas State University
- Capability Building III: Consultation Workshop-Dialogue on the Findings of the Study: "Evaluation of the Extension Service Delivery System of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investments for the Agriculture and Fisheries Modernization Plan at the Local and National Levels or I-Plan Sub-Component 1.2"
- Participatory Rural Appraisal
- Basic GIS Training
- KoboCollect Training
- Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines
- Typhoon Awareness and Calamity Readiness
- Business Transformation
- Short Course Training and Workshop on Food Value Chain
- 1st PSABE Visayas Regional Convention
- 1st ABETalks: Postharvest Operations and Losses on Major Crops in the Philippines
- DOST-SEI: 4-Day Comprehensive Community-Based Disaster Risk Reduction Management for DOST-SEI Patriot Scholars of Visayas State University
- The Filipino Patriot Scholar Project: 2-Day Scholars' Formation Program

WORK EXPERIENCE

- Clerk/dDRC
Visayas State University-Main Campus
Department of Agricultural Education and Extension
Visca, Baybay City, Leyte
June 15, 2022 – To present

SKILLS

- Computer Literate
- Basic knowledge on Drone Operation
- Farm Machinery and Equipment Operation
- Knowledge on Project Scheduling utilizing S-Curve as project management tool
- Proficient in MS (Word, PowerPoint, Excel)
- Leadership
- Teamwork
- Initiative
- Adaptability to change
- Interpersonal and communication skills
- Time management and project management skills
- Ability to leverage technology

REFERENCES

- MILAGROS C. BALES
Former Faculty – VSU
09424814524
- DENMARK L. GODMALING
Faculty – VSU
denmark.godmaling@vsu.edu.ph
- HENRY Y. GOLTIANO
Former Faculty - VSU
09335112548