

Lindon M. Fernandez

Office Clerk

Phone 0939-764-8185

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Engaged office worker with 9+ years' experience, proficient in Microsoft office (word, excel, power point). Performed fast encoding, MIS data entry and other clerical duties at various departments.

Work Experience

2023-1 – Present

Data Entry Machine Operator II (DEMO II)

Management Information System (MIS)

Supply & Property Management Office (SPMO)

Visayas State University

- Prepare, organize, and encode PAR & ICS data for migration to the database.
- Clean, organize, migrate existing archive data.
- Gather MIS data from VSU offices.
- Organizing files, collecting and managing data to be entered into the database
- Perform messengerial services in the absence of the person assigned.
- Performs other function as assigned by the superiors.

2021-01 – 2022-12

Clerk/Admin Aide III/Driver

Supply & Property Management Office (SPMO)

Visayas State University

- Alternate dDRC for ISO
- Monitored and responded supplier's emails & follow up of payments.
- Monitoring of partial deliveries & payments.
- Inspection & Acceptance Reports, Stock position sheet, encoding of actual item deliveries and delivery receipt to be check by the assigned inspector.
- Checking receipts with lacking deliveries.
- Inventory of PAR & ICS items of End-users.
- Updating/posting new PAR/ICS end-users summary or folder.
- Inspector Representative, taking pictures & witness upon death of animals.
- Escorting/Receiving Deliveries from supplier to campus offices.
- Transmittal of Inspection & Acceptance Report to Procurement Office.
- Delivery driver of end-user's supplies/items to different offices within university campus

2017-07 – 2020-12

Clerk/Admin Aide III

Supply, Procurement and Property Management Office (SPPMO)

Visayas State University

- Inspection Reports, encoding of actual item deliveries and delivery receipt to be check by the assigned inspector.
- Making of Vouchers for complete attachment purchase orders.
- Transmittal of Vouchers, Inspection & Acceptance Report to Accounting office.
- Monitored and responded supplier's emails/phone calls.
- Made my own monitoring for partial deliveries & payments.
- Inventory of PAR & ICS of End-users.
- Inspector Representative taking pictures & witness upon death of animals.
- Escorting/Receiving Deliveries from supplier to campus offices.
- Updating/posting new PAR/ICS end-users summary or folder.

2014-01 – 2017-06

Front Desk Clerk

*VSU Apartelle
Visayas State University*

- Greeting and welcoming guests.
- Answering guest inquiries through phone call or walk-in.
- Assist Guest Luggage to their rooms.
- Encoding Documents and other request.

2013-06 – 2013-09

Science Research Assistant (SRA)

*Phil. Rootcrops/ Tissue Culture
Visayas State University*

- Propagating of yam
- Sanitizing of cups to use for propagating.

2012-11 – 2013-01

Service Crew

*Leylam Shawarma
Robinsons Place Tacloban*

- Cooking shawarma foods.
- Purchaser of supplies use for cooking.
- Inventory of supplies.
- Supervise new crew.

2012-08 – 2012-09

Banquet Waiter

*Cebu Parklane International Hotel
Cebu City*

- Set-up events like birthdays, wedding & different parties.
- Arranging of tables & skirting.
- Serving foods.

2011-11 – 2012-02

On the Job Trainee

*Cebu Parklane International Hotel
Cebu City*

- Assigned in different department of hotel such as Front Office, Department, Sales Department, Housekeeping Department, Pool area, Gym, & Engineering Department.
- Sales Telephone Operator, taking notes of newspaper leads, guest inquiries for function rooms at Sales Department.
- Errand in Housekeeping Department.
- Answering phone call from guest of defective tv's and any facilities of hotel room at Engineering Department.

Educational Background

2008 - 2012

Bachelor of Science in Hotel, Restaurant and Tourism Management, Visayas State University

- Society of Hospitality Tourism Students (SHOTS) member
- Financial Management
- Accounting
- Management Skills
- Customer service training

Seminars/Training Attended

2022-08-30,31	ISO 9001:2015 Awareness/ Re-awareness Seminar <i>VSU RDE HALL</i> <i>Visayas State University, ViSCA, Baybay City, Leyte</i>
2022-07-21,22	Hands-Only Cardiopulmonary Resuscitation <i>VSU GYMNASIUM</i> <i>Visayas State University, ViSCA, Baybay City, Leyte</i>
2022-06-04	Disaster Risk Reduction and Management (DRRM) Training <i>Visayas State University, ViSCA, Baybay City, Leyte</i>
2022-09-13	ISO 9001:2015 Awareness/ Re-awareness Webinar <i>Visayas State University, ViSCA, Baybay City, Leyte</i>
2019-06-15	VSUCC BASIC COOPERATIVE COURSE SEMINAR <i>Pavillion Classroom</i> <i>Visayas State University, ViSCA, Baybay City, Leyte</i>
2019-01-15	Orientation Workshop Among JO Clerks & Laboratory Technicians <i>CCE Building</i> <i>Visayas State University, Visca, Baybay City, Leyte</i>
2016-06-20-30	Basic Training <i>University of Cebu - Mambaling Campus</i> <i>Cebu South Road Properties, Mambaling</i>
2012-10-22	Orientation Seminar for Food Handlers <i>City Health Office</i> <i>Tacloban City, Leyte, Philippines</i>
2011-09-29	Conceptualizing and showcasing an event that upholds the hospitality and tourism industry in region VII during the Events Exhibit 2011. <i>Techno mart and Pasalubong Center</i> <i>Visayas State University</i> <i>Visca, Baybay City, Leyte</i>
2011-02-19	1st Orientation Seminars on the Industry Practice (HRTM 200) <i>Center for Continuing Education (CCE)</i> <i>Visayas State University</i> <i>Visca, Baybay City, Leyte</i>
2010-03-13	Fire Awareness and Control Seminar <i>DFST Pilot Plant</i> <i>Visayas State University</i> <i>Visca, Baybay City, Leyte, Philippines</i>
2010-12-14	Basic Fine Dining and Table Etiquette <i>Marriott Hotel</i> <i>Cardinal Rosales Avenue, Cebu City, Philippines</i>

- 2010-12-14** **Lecture and Demonstration on Foreign Dishes**
Marriott Hotel
Cardinal Rosales Avenue, Cebu City, Philippines
- 2010-12-14** **Lecture on Personality Development and Communication Skills**
Cebu Crown Regency Hall
Cebu Crown Regency Residence
Guadalupe, Cebu City, Philippines
- 2010-12-27-29** **30 Hours of Service and Practicum Training Of Food and Beverage Operation**
Captain's Grill and Restobar
Baybay City, Leyte
- 2010-10-03** **36 Hours Practicum Training Housekeeping Services / Room Attendant Course**
BAYVIEW INN
Batuan, Ormoc City, Leyte
- 2010-10-03** **36 Hours Front desk Representative Course**
BAYVIEW INN
Batuan, Ormoc City, Leyte

Additional Activities

- Basketball two times a week
- Biking every other weekend
- Cooking

Personal References

ALICIA M. FLORES
0917-634-1430
Head SPMO & Budget Office
VisCa Baybay City, Leyte

FRANCISCO G. GABUNADA
0917-532-2196
University Secretary, Head PCC
Visca Baybay City, Leyte

CONNEL D. ANTIPASO
0917-310-1458
Appartelle Manager
VisCa Baybay City, Leyte

CHEEZKA MARIE L. MERCADER
Cebu Parklane International Hotel
Human Resource Assistant
Corner Archbishop Reyes Avenue
And Escario Street, Cebu City