

GODOY, IAN FELICES

BGY. KAN-IPA BAYBAY CITY LEYTE

Contact Number: 09514644689

Email Address: ian.godoy@vsu.edu.ph

**PERSONAL INFORMATION**

Birth Date: June 25, 1997

Birthplace : Cebu City

Religion : Roman Catholic

Age : 27 years old

Sex : Male

Weight : 65kg

Height : 169 cm

Nationality : Filipino

Civil Status : Single

Languages : Cebuano, Filipino, English

EDUCATION

2013-2017

BS in Agribusiness
Visayas State University
Visca, Baybay City, Leyte

WORK HISTORY

January 2021 – Current

Administrative Aide III
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

- Receive, encode, record and release vouchers of supplier, PO/PR from departments, appointments, contracts, and other documents etc.
- Receive and record other documents like, memo circular, notice of meeting, clearance, GSIS, HDMF billing reports, part time, job order, stipend, monthly bills slip, etc.
- Return voucher and payroll with discrepancies and other related works
- Perform other functions as assigned by supervisors.

September 2017 - June 2023

Conventional Route Salesman
Golden Brew Marketing Inc.
A.S. Fortuna St, Mandaue City, Cebu

- Promoted new products and services to existing customers, driving revenue growth and satisfaction.
- Responded to customer requests for products, services, and company information.
- Followed up with customers after completed sales to assess satisfaction and resolve technical or service concerns.
- Worked flexible hours across night, weekend and holiday shifts
- Developed and maintained courteous and effective working relationships.

SEMINAR/TRAINING

Seminar Workshop on Basic Records and Archives
Management (BRAM)
July 30-31, 2024
Visayas State University

Unlocking Excellence: The 5S revolution for clerks and heads at
Visayas State University
November 29, 2023
Visayas State University

Training/Workshop on advanced Microsoft Excel functions
and shortcuts for financial transaction processing and
reporting

November 28, 2023

Visayas State University

ISO 9001:2015 Awareness/Re-awareness Seminar

August 29, 2023

Visayas State University

Mental Health Wellness Seminar

April 25, 2024

Visayas State University

SKILLS AND ABILITIES

Computer literate - Microsoft Suite (Word, PowerPoint, Excel)

Interpersonal Skills

Data Entry

REFERENCES

NICK FREDDY R. BELLO

Accountant II

Visayas State University

LOUELLA C. AMPAC

Director of Finance

Visayas State University

ALICIA M. FLORES

Budget Officer

Visayas State University