



# ALEXIS EDMON NOVILLA BRAZIL

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## SUMMARY

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A cheerful yet hardworking, passionate, and diligent person with leadership and interpersonal skills essential in working in organizations and with other professionals in the office.

## WORK EXPERIENCE

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**Administrative Assistant (Internship), Department of Budget and Management** **July 2023**  
**Regional Office VIII**

- Assigned in the Records Section of the Finance and Administrative Division of DBM ROVIII.
- Tasked in the file organization and retrieval of records as needed by the requesting personnel.
- Assist in the sorting and filing of records or documents to be released/already released.
- Inspected financial transactions of the office for auditing.

**Manager, Brazil Pharmacy** **June 2020-January 2024**

- Assisted my sister in managing the pharmacy who is a Registered Pharmacist.
- Assigned in keeping financial and other administrative works of the pharmacy.
- Monitor and purchase inventories.

## EDUCATION

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**Elementary - Sto. Niño SPED Center** **2008-2014**  
• With Honors

**Junior High School - Leyte National High School** **2014-2018**  
• Science, Technology, and Engineering (STE) Program  
• With High Honors

**Senior High School - Saint Paul School of Professional Studies** **2018-2020**  
• Accountancy, Business & Management  
• With High Honors

**Undergraduate Program - University of the Philippines Tacloban College** **2020-2024**  
• Bachelor of Science in Management  
• *cum laude*

## ELIGIBILITY

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- Passer, **Career Service Examination - Pen & Paper Test (CSE-PPT)** last March 3, 2024

## SKILLS

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|----------------------------------|---|------------------------|
| • Basic computer skills          | • Time management skills                  | • Interpersonal skills |
| • Organizational skills          | • Verbal and written communication skills | • Marketing skills     |
| • Planning and scheduling skills |   |                        |

## ORGANIZATIONAL WORKS

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**Captions Committee Head, UP Halcyon Year 20**

- Spearheaded the creation of captions for postings
- Academic Year 2023-2024

## ORGANIZATIONAL WORKS

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### Programs Committee Head, MGT 192 Masterclass 2024

- Overall in-charge of the program flow for the Masterclass 2024 with the theme **Brand Tales: Stories of Entrepreneurial Dreams Turned to Reality in the Local Scene.**
- May 8, 2024

### Project Head, Blood That Saves (BTS) 2023

- Overall steering head of one of the projects of UP Halcyon entitled **Blood That Saves 2024** with the theme **Kapit-Bisig sa Pag-alay ng Dugong Magbibigay Buhay.**
- Held last November 25, 2023 at Robinsons North Tacloban.

### Secretariat Committee Head, Citywide Youth Leadership Training (CWYLT) 2023

- Overall in-charge of all letters, emails, certificates, and other necessary paperworks before, during, and after the event.
- February-May, 2023

### Secretariat Committee Head, Blood That Saves (BTS) 2022

- Overall in-charge of all letters, emails, certificates, and other necessary paperworks before, during, and after the event.
- October-November 2022

### Secretariat Committee Head, Give a Different Kind of Love (GADKOL) 2022

- Overall in-charge of all letters, emails, certificates, and other necessary paperworks before, during, and after the event.
- January-February 2022

### Programs Committee Member, Children's Museum and Library, Inc.-Junior Council Alumni Association (CMLI-JCAA) Ladawan 2021: The Annual Waray Short Film Festival

- Overall in-charge of the Cinematography and Editing Workshop
- September-October, 2021

### Course Representative, UPVTC Batch Limbasog

- BS Management representative to the overall Batch Officers
- AY 2020-2021 & AY 2021-2022

## TRAININGS, SEMINARS & WORKSHOPS

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### Orientation on Electronic Drug Price Monitoring System (EDPMS)

- Organized by Department of Health Eastern Visayas Center for Health Development (DOH EV CHD)
- Orientation on the use of EDPMS as a requirement for drugstore owners and pharmacists
- June 30, 2022