






Alfe Mae Ann E. Marinay

Office Clerk

Contact

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-  Brgy. Ga-as Baybay City Leyte

About Me

Reliable and detail-oriented professional with a BS in Business Administration and Civil Service Professional Eligibility. Experienced in clerical work, crafts and arts/design, with strong skills in records management, client assistance, and administrative support.

Skills & Hobbies

- Computer Literate
- Mathematical Skills
- Multi-Tasking
- Crafts and Arts/Design
- Playing Chess
- Dancing

Education

- **Bachelor of Business Management**
Franciscan College of the Immaculate Conception
2014 - 2018

Built a solid foundation in business management, accounting, and administrative practices.

Experience

- **Administrative Aide I/Clerk I**
General Services Office 2019 - Present

Efficient and detail-oriented professional experienced in preparing monthly electric and water consumption reports, consolidating and filing ISO documents, and handling procurement processes including Purchase Requests and Project Procurement Management Plans (PPMP). Skilled in managing incoming and outgoing documents, recording job requests, and providing reliable support for various office functions as assigned by superiors and colleagues.
- **Accounting Staff**
Accounting Office, LGU Baybay 2018- 2019

Organized and maintained financial records by encoding monthly vouchers for easy access, segregating and filing vouchers and payrolls of JO and regular LGU staff. Prepared and managed transmittals, including the filing of Representation and Transportation Allowance (RATA), ensuring accurate documentation and efficient record-keeping.
- **Job Trainee**
Baybay City Water District 2017- 2018

Gained hands-on office experience by assisting clients and supervisors, performing clerical tasks, and recording incoming and outgoing maintenance requests at Baybay City Water District.

References

Tessie Salubre
Accounting Staff

Phone: 09164419725

Marlon Burlas
GSO, Director

Phone: 09176341520

Phloem Galupo
Unit Head, GSO

Phone: 09264463556

Mario Lilio Valenzona
Director, IPDMO

Phone: 09176341514