



PAMELA P. ORANO

PUROK ILANG-ILANG, BRGY. MARCOS,
BAYBAY CITY LEYTE, 6521

Cellphone Number: **09153479462**

Email Address: pamela.orano@vsu.edu.ph

OBJECTIVE

My primary objective is to pursue my learned knowledge and skills through actual operation and gain worthwhile experience from the organization.

SKILLS

- Computer Literate(Microsoft)
- Experienced in Quality Assurance Tasks
- Multi-tasking,flexible&fastlearner

WORK EXPERIENCE

- **VISAYAS STATE UNIVERSITY**
- **July 2013-Present**
- **Designated as Lead, Internal Quality Auditor**

Duties and Responsibilities

- ☐ Ensure the efficient and effective conduct and completion of the audit within the audit scope and plan approved by the VSU ISO-Top Management Committee.
- ☐ Taking the lead in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope.
- ☐ Overseeing the collection and analysis of the relevant and efficient audit evidence to determine audit findings.
- ☐ Taking the lead role in checking, validating, and verifying the root cause and corrective actions.
- ☐ Integrating and preparing quality audit reports and submitting them to the ISO Top Management Committee for review of appropriate corrective actions.

- **Designated as University Documents and Records Controller**
- **July, 2019 – Jan 2024**
- **Duties and Responsibilities**
 - ☐ Ensures the implementation of control of records.
 - ☐ Assists the QMR in the creation and revision of ISO-documented information.
 - ☐ Issues, maintains, retrieves, and controls all controlled documents.
 - ☐ Assigns document numbers and other coding controls for all ISO-documented information.
 - ☐ Coordinates and informs relevant personnel on any changes of the documents.

Other duties and responsibilities

- ☐ Assist in the preparation of AACCUP supporting documents (IA)
- ☐ Assist in the editing (formatting) of PPPs, NPs and IPs
- ☐ Worked on the SUC levelling
- ☐ Acts as clerk

ILLIBILITY

CSC Paper And Pencil Test

EDUCATIONAL ATTAINMENT

- **Visayas State University** (*Masteral*) – Baybay City Leyte
Master of Management
2014-2019
- **Visayas State University** (*Tertiary*) – Baybay City Leyte
Bacheor Science in Statistics
1992-1997
- **Experimental Rural High School** (*Primary*) – Baybay City Leyte
1988-1992
- ViSCA Foundation Elementary School (Elementary) - Baybay City Leyte
1982-1988

CHARACTER REFERENCES

LUZ O. MORENO
VISAYAS STATE UNIVERSITY
LEAD INTERNAL QUALITY
AUDITOR

REY NAVARRA
BRGY. CAPTAIN
BRGY MARCOS, BAYBAY
LEYTE

EVIRA E. ONGY
FACULTY
VISAYAS STATE UNIVERSITY