

LORNA BAUGBOG-ABAMO

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Visayas State University,
Visca Baybay City Jeyte

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OBJECTIVE

A skilled professional who can perform office tasks effectively and efficiently with excellence, such as scheduling, planning of office events, coordination to other offices (when needed), and, support and help the head and faculty, in order to attain the objective of the unit.

EDUCATION —

Master of Arts in Education
Franciscan College of
Immaculate Conception,
Baybay City, Leyte

Bachelor of Science in
Agricultural Engineering
Visayas State University
Visca, Baybay Leyte

EXPERIENCE

01-01-2019 to Present

Administrative Aide VI Department of Meteorology,
Visayas State University

Functions:

- *Makes communication, reports, prepares budget and other documents of the department.*
- *Helps, assists, facilitates the faculty, staff & students visiting the department.*
- *Coordinate other offices (as needed)*
- *Facilitates events, activities of the unit.*
- *Prepares the office for ISO certification.*
- *Do another task assigned by the immediate supervisor.*

7-01-2014 to 01-01-2019

Administrative Aide IV Office of the Vice President for
Academic Affairs
Visayas State University

3-25-2010 to 6-30-2014

Administrative Aide III Office of the Vice President for
Academic Affairs
Visayas State University

Functions:

- *Review and summarize individual faculty workload.*
- *Conduct Teaching Performance Evaluation by Students (TPES)*
- *Facilitate faculty, staff & students coming to the office.*
- *Coordinates other offices (as needed)*
- *Do another task assigned by the immediate supervisor.*

KEY SKILLS —

Facilitating
Coordinating
Planning

COMMUNICATION

- Make presentations such as power point & present report/output of the unit.
- Make communication to other offices.

LEADERSHIP

- Helps in making decisions as one of the board members of LSU/AdPA (Administrative Personnel Association).
- Being innovative, creative, and flexible for continuous improvement of the unit.

REFERENCES

Mr. Charlie S. Andan
Head, Department of Meteorology
Tel #: +63 09176343663

Jannet C. Bencure, Ph.D
Dean, College of Engineering & Technology
Tel #: +63 09478909056