



# MARY JOY P. ISRAEL

Administrative Aide III

## OBJECTIVE

Seeking an entry-level position in a dynamic and growth-oriented organization, where I can contribute my skills, knowledge, and enthusiasm to learn and grow in the industry.

## CONTACT

PHONE:  
0938-007-4528

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[piamontemjoy14@gmail.com](mailto:piamontemjoy14@gmail.com)

## HOBBIES

Reading books  
Cooking  
Social Media Scroller

## EDUCATION

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### **Western Leyte College of Ormoc**

Master of Arts in School Administration and Services  
June 2023 - Ongoing

### **Visayas State University**

Bachelor of Elementary Education  
2009 - 2019

### **Baybay National High School**

2014 – 2009

## WORK EXPERIENCE

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### **College of Arts and Sciences (Clerk/dDRC)**

March 6, 2023 – Present

Establish clear communication between employees and customers and provide them with satisfactory service. And develop an effective filing system.

### **Department of Mathematics (Clerk/dDRC)**

September 2022 – March 3, 2023

Establish clear communication between employees and customers and provide them with satisfactory service. And develop an effective filing system.

### **Department of Mathematics and Physics (Clerk/dDRC)**

June 17, 2021 – August 2021

Establish clear communication between employees and customers and provide them with satisfactory service. And develop an effective filing system.

### **Department of Statistics (AACUP Clerk)**

January 2021 – April 2021

Assist faculty and staff in collecting various data/documents needed for Accreditation and for easier compilation of documents.

## SKILLS

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Knowledgeable enough with Microsoft Office Applications.