

Tiffany Pacaldo Baguio

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Doos Del Norte, Hindang, Leyte

09632656467

Administrative Aide IV

Visayas State University



I have 1 year and 2 months of experience as a Treasury Assistant at SM Hypermarket, and 5 years of experience as an Administrative Staff at the Visayas State University, Visca, Baybay City, Leyte. I am computer literate, responsible, organized, and willing to be trained. Organized and dedicated Administrative Assistant with a proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

Education	2019-present	Visayas State University Masters in Management (ongoing)
	2009-2014	Visayas State University Bachelor of Science in Agribusiness
	2005-2009	Bontoc National High School High School
	2000-2005	Doos Elementary School Primary
Eligibility/Prof. Exam Passed	2018	Civil Service Examination (Subprof)
	2022	Civil Service Examination (Professional)

Work Experience

Administrative Aide, Visayas State University | Baybay City, Leyte| 2021 - Current

Executed record filing system to improve document organization and management.

Answered multi-line phone system, routing calls, delivering messages to staff, and greeting visitors.

Scheduled conference rooms, prepared agendas, and maintained calendars to prepare for meetings and events.

Science Research Assistant | Visayas State University| Baybay City, Leyte | October 2016-Aug 2021

- Prepares other articles, reports, and presentations
- Performs routine clerical duties as instructed
- Gathers and analyzes data
- Assists in administrative duties such as completing reports.
- Collaborated with team members to achieve target results.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked flexible hours across night, weekend and holiday shifts.
- Created plans and communicated deadlines to complete projects on time.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.

Treasury Assistant |Super Shopping Market Inc. | Lapu-lapu City, Cebu | February 2015-April 2016

- Help maintain the financial soundness of the company
- Communicate banking activities to the supervisor
- Counting cash needed for opening and closing of business
- Reconciled monthly statements, invoices, and expense accounts, keeping records accurate and current.
- Drafted treasury reports supporting management decision-making needs.

On the Job Trainee | Trappist Monastic Food Products | Province of Guimaras | November 2013- January 2014

- Oversee activities directly related to making products or providing services
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Carried out day-to-day duties accurately and efficiently.

**Trainings
Attended/
Facilitated**

2025	Principles of Graphic Design
2024	<p>Training on IEC Management, Production, and Dissemination for Regional S&T Communicators.</p> <p>Training on Mainstreaming Science: Promoting R&D results in the Regions through Integrated Marketing Communication (IMC).</p> <p>Post Evaluation and Writeshop for Rootcrops FIESTA.</p> <p>Rootcrops Farms and Industry Encounters through Science and Technology Agenda (FIESTA).</p> <p>Proposal Development Addressing Communication Needs of the PCAARRD Regional R&D Consortia.</p> <p>Promoting Science and Technology (S&T) through Exhibits: Planning and Managing S&T Bazaar.</p> <p>Conduct of Level 2, Cluster 2, RDE Review. (Facilitator)</p> <p>Conduct of Level 2, Cluster 1, RDE Review. (Facilitator)</p>
2023	<p>National Management Research Training.</p> <p>National Science, Technology and Innovation Week.</p> <p>35TH Joint ViCARP-RRDEN Regional RDE Symposium. (Facilitator)</p> <p>Conduct of Level 2, Cluster 1-3, RDE Review.</p> <p>1st RAISE 8 Technology Promotion Mentorship Series.</p> <p>Working Towards Personal Effectiveness.</p> <p>Seminar on Financial Management for Visayas Consortia.</p> <p>Design Thinking Workshop.</p>
2022	<p>In-house training in Public Financial Management.</p> <p>34th Joint ViCARP-RRDEN Regional RDE Symposium. (Facilitator)</p> <p>Conduct of Level 2, Cluster 1-3, RDE Review.</p>
2021	<p>Re-Orientation of Employees' Duties and Responsibilities and Good Customer Service.</p> <p>33rd Joint ViCARP-RRDEN Regional RDE Symposium. (Facilitator).</p>

2020

Training-Workshop on Selected Quantitative Methods for Impact Evaluation.

Special Skills
Language Skills

Office Administration

Social Media Knowledge
Editing and Layouting
using Xara, Capcut and
Canva
English
Cebuano
Tagalog

Character Reference

Dr. Jose L. Bacusmo

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