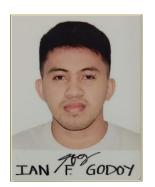
# **GODOY, IAN FELICES**

BGY. KAN-IPA BAYBAY CITY LEYTE

Contact Number: 09514644689

Email Address: <a href="mailto:godoyian25@gmail.com">godoyian25@gmail.com</a>



# PERSONAL INFORMATION

Birth Date: June 25, 1997

Birthplace : Cebu City

Religion: Roman Catholic

Age: 27 years old

Sex : Male

Weight: 65kg

Height: 169 cm

Nationality: Filipino

Civil Status: Single

Languages: Cebuano, Filipino, English

## **EDUCATION**

2013-2017 BS in Agribusiness

Visayas State University Visca Baybay City, Leyte

#### WORK HISTORY

January 2021 – Current

# Administrative Aide III VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

- Receive, encode, record and release vouchers of supplier, PO/PR from departments, appointments, contracts, and other documents etc.
- Receive and record other documents like, memo circular, notice of meeting, clearance, GSIS, HDMF billing reports, part time, job order, stipend, monthly bills slip, etc.
- Return voucher and payroll with discrepancies and other related works
- Perform other functions as assigned by supervisors.

## September 2017 - June 2023

### **Conventional Route Salesman**

Golden Brew Marketing Inc. A.S. Fortuna St, Mandaue City, Cebu

- Promoted new products and services to existing customers, driving revenue growth and satisfaction.
- Responded to customer requests for products, services, and company information.
- Followed up with customers after completed sales to assess satisfaction and resolve technical or service concerns.
- Worked flexible hours across night, weekend and holiday shifts
- Developed and maintained courteous and effective working relationships.

# **SEMINAR/TRAINING**

Unlocking Excellence: The 5S revolution for clerks and heads at Visayas State University
November 29, 2023
Visayas State University

Training/Workshop on advanced Microsoft Excel functions and shortcuts for financial transaction processing and reporting
November 28, 2023
Visayas State University

ISO 9001:2015 Awareness/Re-awareness Seminar August 29, 2023 Visayas State University

ISO 9001:2015 Awareness/Re-awareness Seminar August 30-31, 2022 Visayas State University

ORGANIC AGRICULTURE PRODUCTION NC II TRAINING GOLD FARM/ TESDA July 17, 2019 – September 06, 2019

AGRICULTURAL CROPS PRODUCTION NC II TRAINING GOLD FARM/ TESDA September 9, 2019 – October 30, 2019

## **SKILLS AND ABILITIES**

Computer literate - Microsoft Suite (Word, PowerPoint, Excel) Interpersonal Skills

### REFERENCES

NICK FREDDY R. BELLO Accountant II Visayas State University

LOUELLA C. AMPAC Director of Finance Visayas State University

ALICIA M. FLORES Budget Officer Visayas State University