



Brgy. Pomponan Baybay City
Leyte



09169455710



juliet.esperanza@vsu.edu.ph

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training knowledge and skills, while making a significant contribution to the success of the university.

REFERENCES

SHEILA O. SOLIANO
BAYBAY CITY LEYTE
09756916709

JASPER PAUL YCOY
MAKINHAS BAYBAY CITY LEYTE
09606647958

EDILBERTO A. ARTIGA JR. II
BAYBAY CITY LEYTE
09120388261

JULIET E. POSAS

EXPERIENCE

Aug 2024 - Present

Admin Aide III (J.O)

- In charge of J.O Payroll Posting, Student Assistant Payrolls, GTA, Scholarship Grants, Pag-ibig and BIR Remittance

Mar 2024 – May 2024

Admin Aide III (J.O)

- In charge of Free Higher Education (FHE Billing)

Oct 2023 – Dec 2023

Admin Aide III (J.O)

- In charge of Free Higher Education (FHE Billing)

EDUCATION

Tertiary Studies: VISAYAS STATE UNIVERSITY

Address: VSU, VISCA, Baybay City, Leyte

Program Taken: Bachelor of Physical Education

Field of Specialization: Physical Education

Year Graduated: August 2023

Senior High School Studies: VISAYAS STATE UNIVERSITY

Address: VSU, VISCA, Baybay City, Leyte

Program Taken: Technical Vocational Livelihood

Field of Specialization: Home Economics

Year Graduated: June 2019

Junior High School Studies: Pomponan National High School

Address: Pomponan Baybay City, Leyte

Year Graduated: June 2017

Elementary School Studies: Pomponan National High School

Address: Pomponan Baybay City, Leyte

SKILLS

- Officiating Volleyball Games
- Excellent in Microsoft Word and
- Microsoft PowerPoint
- Teamwork
- Verbal and Written communication
- Time management
- Multitasking
- Dancing
- Baking