



# Carlamina Cajeric

Administrative Aide IIII

## Education

**Bachelor of Arts in English Language Studies**

2018 – 2022

*Visayas State University*

Visca, Baybay City, Leyte

*Cum Laude*

## Contact

+63 9636698599

cajericcarlamina@gmail.com

Guadalupe, Baybay City, Leyte

## About Me

Dedicated and detail-oriented professional with proven track record of providing excellent customer service, managing cash transactions, and performing administrative tasks with accuracy and efficiency. Seeking to leverage my skills and experience as a Clerk to provide administrative support and contribute to the success of Visayas State University.

## Skills

- Management Skills
- Basic Computer
- Negotiation
- Critical Thinking & Problem-Solving
- Adaptability

## Language

- English
- Filipino
- Cebuano

## Experience

**Office Staff – Assistant Secretary**

January 2023 – July 2025

*Wellisa Farms Corporation | Mojon, Bantayan, Cebu*

Handled administrative duties, cash reports, and supply management in swine operations. Demonstrated exceptional customer service in addressing employees' concerns in salary and benefits.

**Service Crew – Cashier**

July 2018 – December 2022

*Coastalview Foods Corporation | Magsaysay St, Baybay City, Leyte*

Executed financial over-the-counter transactions and customer service in a fast and friendly manner. Demonstrated suggestive selling strategies to meet shift and daily sales targets.

## References

**Donviv Reel Vergara**

Swine Mojon/Farm Manager

Phone: 09498804600

**Rowena Forrosuelo**

WFC/HR-Officer

Phone: 09274028052