



# JERLYN DONAYRE

ADMINISTRATIVE AIDE VI

## CONTACT

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- Zone 1, Baybay City, Leyte

## EDUCATION

### Bachelor of Science in Computer Science

Undergraduate  
Visayas State University  
2016-2018, 2021-2023

## SKILLS

- Google Sheets (Advanced formulas, dashboards, data validation, charts)
- Data Entry & Data Cleaning
- Data Analysis & Reporting
- Microsoft Excel (Pivot tables, charts, formulas)
- Calendar and Task Management
- File and Document Management
- Background in Programming
- Project and Action Plan Monitoring

## REFERENCE

### Glenn G. Pajares

Vice President Planning and Development

Email : glenn.pajares@vsu.edu.ph

## ABOUT ME

I'm a hardworking individual who takes pride in delivering quality work. I always do my best to help out and find solutions when challenges come up. I'm also open to learning and eager to receive training that will help me grow and meet your expectations, so I can provide the best service possible.

## EXPERIENCE

### Administrative Aide III Apr 2, 2025 - Present

- Office of the Vice President for Planning, Resource Generation and Auxiliary Services
  - Administrative tasks

### Administrative Aide III / Messenger Sep. 2023 - Mar. 2025

- Risk Management Office
  - Consolidating university accomplishments and monitoring action plans.
  - Monitoring the university's risk registry and assisting in risk monitoring and ensuring compliance with regulations.
  - Supporting the development and submission of Land Use Development and Infrastructure Plan (LUDIP) to CHED and BOR.

### Administrative Aide III/ Messenger Jan.1, 2020 - Sep. 2022

- Planning Office
  - Administrative Task
  - dDRC - Planning Office
  - dDRC - Risk Management Office
  - Alternate dDRC -Office of the Vice President for Planning, Resource Generation and Auxiliary Services
  - Messenger/Utility
  - Consolidating, packaging, and submitting CO, MOOE, and Tier 2 Proposals for CY 2025.

### Administrative Aide III Aug. 3, 2020 - Dec. 2020

- Office of the Vice President for Planning, Resource Generation and Auxiliary Services
  - Administrative tasks
  - dDRC OVPPRGAS
  - Clerk

### Sales Support Associate Jun 2019 - Aug 30, 2020

- Metro Retail Stores Group Inc.
  - Customer satisfaction-oriented
  - Strong communication and time management skill