

ANTONETTE SEVILLA CRUZ

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OBJECTIVE

- To be hired as Budget Officer I for the Budget Office

EDUCATIONAL BACKGROUND

Graduate Study

Visayas State University **2018**
Masters in Management major in Business Management

Tertiary

STI College **2010**
Bachelor of Science in Computer Engineering

Secondary

Visayas State University Laboratory High School **2005**

Elementary

Tinag-an Elementary School **2001**

SKILLS

- Excellent in Microsoft Office (Word, PowerPoint, Excel) Application
- Excellent in Application Software Installation
- Excellent in recordkeeping
- Average in PC Troubleshooting
- Average in Adobe Photoshop Application

CAREER SERVICE ELIGIBILITY

- Passed the Career Service Professional Eligibility with a rating of 81.59%

RELATED TRAININGS AND SEMINARS

Personality Development and Developing Customer Satisfaction **June 13-16, 2023**
Personnel Officers Association of the Philippines, Puerto Princesa City, Palawan

Orientation/Re-orientation of Duties and Responsibilities of **September 7, 2022**
DDRCs and AdDRCs, and Cascading of Documents and Records
Control Procedure Manuals and Guidelines
Visayas State University, Visca, Baybay City, Leyte

Reorientation of Employees' Duties and Responsibilities and **September 23, 2021**
Good Customer Service
Visayas State University, Visca, Baybay City, Leyte

Control Your Records Before They Control You: The Basics of **January 27, 2021**
Records Management and Records Control
Department of Science and Technology - Science and Technology Information Institute

ISO 9001:2015 Awareness/ Re-awareness Seminar Visayas State University, Visca, Baybay City, Leyte	August 30, 2022
Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons and College Hotline Agents Visayas State University, Visca, Baybay City, Leyte	August 25, 2022
Re-orientation of Employees' Duties and Responsibilities and Customer Service Visayas State University, Visca, Baybay City, Leyte	September 23, 2021
Control your records before they control you: The Basics of Records Management and Records Control Department of Science and Technology - Science and Technology Information Institute	January 27, 2021
Document Tracking System Visayas State University, Visca, Baybay City, Leyte	November 13, 2020
Identification of proper and complete items, technical Specification and parameters, and orientation of the Purchase Request Module of the Supply Properties Procurement Management Information System Visayas State University, Visca, Baybay City, Leyte	August 28, 2020
Working Towards Personal Effectiveness Personnel Officers Association of the Philippines, Cagayan De Oro	November 20-23, 2018
Orientation on Preparation of Documents for the Internal Audit Visayas State University, Visca, Baybay City, Leyte	July 26, 2017
ISO 9001:2015 Enhancement Seminar-Workshop on Internal Quality Audit Visayas State University, Visca, Baybay City, Leyte	March 2-3, 2017
Full Awareness Training Course ISO 9001:2015 AJA Registrars Incorporated, Visca, Baybay City, Leyte	January 26-27, 2017
Procurement Planning Workshop Visayas State University, Visca, Baybay City, Leyte	September 13, 2016
Procurement Act Orientation Visayas State University, Visca, Baybay City, Leyte	September 9, 2016
Workshop to Review and Improve Citizen's Charter Visayas State University, Visca, Baybay City, Leyte	September 1, 2016

WORK EXPERIENCE

Administrative Aide VI Department of Mechanical Engineering VSU, Visca, Baybay City, Leyte	August 2, 2021 to present
Administrative Aide IV Department of Mechanical Engineering VSU, Visca, Baybay City, Leyte	February 18, 2019 to August 1, 2021

Administrative Aide III

Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte

November 2, 2016 to February 17, 2019

Clerk (Job Order)

Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte

February 3, 2014 to November 1, 2016

Customer Service Representative

Experts Global Solutions Company
Palo, Leyte

May 10, 2013 to November 8, 2013

Clerk (Job Order)

VSU Bakery
VSU, Visca, Baybay City, Leyte

April 23, 2012 to February 28, 2013

CHARACTER REFERENCE**Engr. Ronard G. Paña**

Head, Department of Mechanical Engineering
Visayas State University, Baybay City, Leyte

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Engr. Jundy R. Castil

Former Head, Department of Mechanical Engineering
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Dr. Jannet C. Bencure

Dean, College of Engineering and Technology
Visayas State University, Baybay City, Leyte

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