



# Cherry Grace D. Saboroso

Administrative Assistant

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📍 Imelda Baybay City, Leyte

## ABOUT ME

A passionate, hardworking and committed administrative assistant who has 6 years of experience when it comes to administrative and clerical task. Always open for new ideas and opportunities that will provide a stable and much better career growth.

## EDUCATION

2007-2011

**MAKINHAS NATIONAL HIGH SCHOOL/ MAKINHAS BAYBAY CITY, LEYTE**

Able to graduate in secondary level in an insitution that provide good education to students.

2012 - 2016

**BACHELOR OF SCIENCE IN AGRIBUSINESS/ VISAYAS STATE UNIVERSITY**

A graduate of business course in a well knowned university in Visayas. Able to finish the 4-year course with perserverance and ddetermination to have a better future in career.

## WORK EXPERIENCE

2016 - 2021

**ARQUEE CORPORATION**

Serves as Document Controller in an Architectural firm who is responsible in maintaining files to be easily accessible and well organized based on ISO standards. Helps the team to meet submission of deadlines and prepares minutes and reports for assigned projects.

2021-2023

**GOLDEN GATE EXPRESS SERVICE**

A supervisor in a gasoline station for almost 2 years. Ensure good service to customers in a daily basis.

2023-Present

**VISAYAS STATE UNIVERSITY**

Worked as clerk specifically in VSU Laboratory High School. Responsible in accomplishing administrative and clerical task in the office.

## SKILLS

- Computer Literacy
- Basic CAD
- Canva Editing
- Organizational skills
- Administrative and Clerical Skills
- Written and Oral Communication Skills

## SEMINARS AND TRAININGS

- The 5s Revolution for Clerks and Heads at Visayas State University
- Orientation and Guidelines and Procedure on Process/Services under ASO (VSU)
- ISO 9901:2015 Awareness and Re-Awareness Seminar
- Orientation on Financial Management Transactions in VSU

## REFERENCES

### **Joynalyn Olermo Fontanilla**

Arquee Corporation/ Co-worker  
+639126039610

### **Christian Nico Pilotin**

Arquee Corporation/ Co-worker  
+63 917 503 2574

### **Reymar C. Oria**

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