

RANNIE BERONDO VERIL

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Personal Information

Date of Birth : February 11, 1995
Place of Birth : Baybay City, Leyte
Civil Status : Single
Religion : Born-Again Christian
Residential Address : Pangasugan Baybay City, Leyte
Permanent Address : Pangasugan, Baybay City, Leyte, 6521
Language : English, Tagalog, Cebuano, Bisaya

Educational Background

Jun. 2011 – Apr. 2015 Bachelor of Science in Agribusiness
Visayas State University (VSU)
Visca, Baybay City, Leyte

Thesis written: *Value Chain Analysis of major Vegetable in Barangay Lao Ormoc City, Leyte*

Jun. 2007 – Mar. 2011 Visayas State University Laboratory High School
Visca, Baybay City, Leyte
With Honor

Jun. 2001 – Mar. 2007 Pangasugan Elementary School
Pangasugan, Baybay, Leyte
First Honorable Mention

Work and Experiences

- 1. Deputy Document and Records Controller (dDRC)**
Visayas State University
Physical Plant Office – Instrumentation and Laboratory Equipment Unit
Sept 2022 – *Present*
- 2. Administrative Aide I**
Visayas State University
Finance Department - Accounting Division
March 2017 – December 2021
- 3. Part-time Instructor**
Department of Business and Management
Visayas State University, Visca, Baybay City, Leyte
June 2015 – June 2016

Skills

Computer Proficient (Microsoft word, Microsoft excel, Power point, Browsing)
English proficient & good in communication skills
Administrative Skills
Patience, Adaptability
Leadership Skills
Strong Interpersonal Skills
Time-Management
Teamwork

Personal Strengths

With learning agility, self-motivated, hardworking, detail-oriented, dynamic team leader, work well under pressure and with less supervision, resourceful, flexible

Training/Seminar/Workshop Attended

December 10, 2020	"Webinar RA 11313 Safe Spaces Act" Visayas State University
November 27, 2020	"ISO 9001:2015 Awareness/Re-Awareness Webinar" Visayas State University
November 13, 2020	"Webinar Document Tracking System" Visayas State University
September 28, 2019	"Workshop on Bookkeeping & Basic Accounting For Non-Accountant" Hacks4Growth Training & Development, Cebu City
August 20-21, 2018	"Target Setting Workshop" Convention Center Visayas State University
January 15, 2018	"Orientation Workshop Among JO Clerks & Laboratory Technicians" 1 st Floor CCE Bldg Visayas State University

References:

Engr. Marlon G. Burlas

Head, Motor Pool Services Office
Visayas State University
(+63) 917- 634 -1520

Engr. John Allan A. Gulles

Head, Instrumentation and Laboratory Equipment Unit
Visayas State University
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Legario B. Ramos

Administrative Officer IV
Instrumentation and Laboratory Equipment Unit
Visayas State University
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