



# 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  
2016-2023

## SKILLS

- Microsoft Excel and Office
- Google Sheets
- Canva
- Communication
- Meeting Deadlines
- Problem Solving
- Leadership

## REFERENCE

Toni Marc L. Dargantes  
Head | Planning Office

## ABOUT ME

A detail-oriented employee with excellent experience in providing quality outputs, aiming to enhance work experience for colleagues and management. A hardworking individual who strives to contribute great efforts to lend a hand and solve arising problems. Eager to learn, serve, and address customer needs to deliver quality service experience.

## EXPERIENCE

### Visayas State University

#### Administrative Aide III

September 2023 - Present

- Office of the Risk Manager

Jan 2021 - August 2022

- Office of the Head for Planning

August 2020 - Dec 2020

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

### Freelance

#### Support Staff

September 2023 - Present

- Valiant Freelance Communication
  - Monitor Agent Records, Performance and Adherence
  - Prepare and analyze bi-weekly Payout

#### Agent

May 2022 - May 2023

- Taylored Legacy
  - Quality Outbound Agent

### Metro Retail Stores Group Inc.

#### Cashier

June 2019 - August 2020

- Customer satisfaction-oriented
- Strong communication and time management skill