

ANNA BEA S. HOYLA

ADMINISTRATIVE CLERK

📍 Brgy. Sta. Cruz Baybay, City
☎ 09617501543
✉ annabea.hoyla@vsu.edu.ph



CAREER OVERVIEW

I manage clerical duties like answering phone calls, sorting and filling documents, and maintaining office records. Recognized for consistently surpassing expectations. Equally effective working independently or on a team.

EDUCATION

Bachelor of Science in
Agribusiness
Visayas State University | 2018

SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

REFERENCE

MARIA AURORA TERESITA
W. TABADA

Head | Gender Resource Center

tess.tabada@vsu.edu.ph
local 1051

EXPERIENCE

Science Research Assistant (AACUP).

ISRDS | 2018-2021

- Gather needed documents for RQUAT Evaluation for MSLAM, MLAM, and MSDS programs.
- Organized data and hyperlinked benchmark statements
- Collate available documents on the shared drive

Administrative Clerk

GRC | 2021 - Present

- making copies and faxing documents, taking notes during meetings, or scheduling appointments between employees and clients.
 - Sort and distribute correspondence as soon as possible
 - Ensure information is accurate and valid by creating and updating records
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