

ALESSANDRA D. BITUIN
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OBJECTIVE

Dedicated and detail-oriented Business Administration graduate with a major in Human Resource Management, offering administrative and clerical experience in both private and government sectors. Seeking a challenging position to contribute to organizational growth through effective administrative support and coordination.

EDUCATION

- Bachelor of Science in Business Administration
Major in Human Resource Management
Saint Michael College, 2016
 - Bachelor of Arts in English
55 units earned
Saint Joseph College
 - Bachelor of Science in Development Communication
45 units earned
Visayas State University
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ELIGIBILITY

- Civil Service SubProfessional Eligibility
- Civil Service Professional Eligibility

PROFESSIONAL EXPERIENCE

Office Staff – Budget Office
Local Government Unit of Hindang
September 2022 – June 2023

- Assisted in budget preparation and documentation
- Maintained financial records and reports
- Coordinated with departments for budget compliance

ESS Documentor – SPLIT Project
Department of Agrarian Reform – Leyte-Biliran & Southern Leyte
March 2021 – August 2021; November 2021 – December 2021

- Prepared Environmental Safeguard Support (ESS) documents
- Coordinated with field personnel and stakeholders
- Ensured compliance with project guidelines and reporting standards

Office Clerk – DILG Office
Local Government Unit of Hindang
June 2019 – March 2021

- Handled clerical tasks such as filing, data encoding, and communication
- Assisted in office operations and public service delivery

Administrative Assistant
Oceans Ace
May 2016 – September 2018

- Managed office schedules, inventory, and correspondence
- Supported management with administrative tasks and reports

SKILLS

- Office Administration
- Document Management
- Records and Data Entry
- Microsoft Office (Word, Excel, PowerPoint)
- Interpersonal and Communication Skills
- Government and Project Documentation