



# Joan R. Patonona

## Contact

### Phone

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### Address

Pangasugan, Baybay City, Leyte

## Education

2018

**Bachelor of Science in Agriculture**  
Visayas State University

2014

**Visayas State University**  
Laboratory High School

## Skills

- Administrative operations
- Records management systems
- Microsoft Office proficiency
- Multitasking and prioritization
- Schedule management

## Language

English

Filipino

## Experience

### Office Clerk

Visayas State University- Visca, Baybay City, Leyte

#### March 2022 - Present

- Accommodated, received, processed, and released requests for transcript of records, certifications, transfer credentials, and other academic records.
- Attended to prompt compliance and release of requested records and other information.
- Prepared and generated requested academic records.
- Maintained logbooks for recording of incoming request for academic records and their releases.
- Took charge of the maintenance and upkeep of the Records Room.

### Enumerator

#### October 2021 - December 2021

Philippine Statistics Authority- Baybay City, Leyte

- Interviewed residents in assigned areas using the assigned questionnaire.
- Correctly geotag the geolocation and list all the buildings/housing units, service institutions and infrastructures

### Enumerator

#### August 2020-September 2020

Philippine Statistics Authority- Baybay City, Leyte

- Interviewed the head of household and record the demographic characteristics of the household members and housing units
- Visited each building and determined if it is qualified to be listed following the criteria on the buildings that needed to be listed.