



# Alfe Mae Ann E. Marinay

Office Clerk

## Contact

- 09693306117
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- Brgy. Ga-as Baybay City Leyte

## About Me

Reliable and detail-oriented professional with a BS in Business Administration and Civil Service Professional Eligibility. Experienced in clerical work, crafts and arts/design, with strong skills in records management, client assistance, and administrative support.

## Skills & Hobbies

- Computer Literate
- Mathematical Skills
- Multi-Tasking
- Crafts and Arts/Design
- Photo & Video Editing
- Playing Chess
- Dancing

## Education

- **Bachelor of Business Management**  
*Franciscan College of the Immaculate Conception*  
2014 - 2018  
Built a solid foundation in business management, accounting, and administrative practices.

## Experience

- **Administrative Aide I/Clerk I**  
*General Services Office* 2019 - Present  
Efficient and detail-oriented professional experienced in preparing monthly electric and water consumption reports, consolidating and filing ISO documents, and handling procurement processes including Purchase Requests and Project Procurement Management Plans (PPMP). Skilled in managing incoming and outgoing documents, recording job requests, and providing reliable support for various office functions as assigned by superiors and colleagues.
- **Accounting Staff**  
*Accounting Office, LGU Baybay* 2018- 2019  
Organized and maintained financial records by encoding monthly vouchers for easy access, segregating and filing vouchers and payrolls of JO and regular LGU staff. Prepared and managed transmittals, including the filing of Representation and Transportation Allowance (RATA), ensuring accurate documentation and efficient record-keeping.
- **Job Trainee**  
*Baybay City Water District* 2017- 2018  
Gained hands-on office experience by assisting clients and supervisors, performing clerical tasks, and recording incoming and outgoing maintenance requests at Baybay City Water District.

## References

**Tessie Salubre**  
Accounting Staff  
Phone: 09164419725

**Marlon Burlas**  
GSO, Director  
Phone: 09176341520

**Phloem Galupo**  
Unit Head, GSO  
Phone: 09264463556

**Mario Lilio Valenzona**  
Director, IPDMO  
Phone: 09176341514