

## **ELVIE D. BALBARINO**

Brgy. Sabang Baybay City Leyte

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### **Objectives**

- Can understand with ease virtually everything heard or read.
- Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.
- Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

### **Technical and Personal Skills**

- Proficient in Microsoft office Programs
- Good in communication skills
- Hard working, fast learner and can work with other people.

### **Languages**

- English
- Filipino
- Cebuano/Bisaya

### **Certifications:**

**Basic Operations of Microsoft office 2016 (Word, Excel, PowerPoint)**

### **Work Experience**

<b>Computer Operator II</b>	Visayas State University	Oct. 17, 2023- Present
<b>DEMO I</b>	Visayas State University	Sept. 01, 2023-Oct.16, 2023
<b>Admin Aide III</b>	Visayas State University	Nov. 22, 2022- Aug. 31, 2023
<b>Private Tutor</b>	Sabang and Palhi Baybay City, Leyte	July 2021-October 2022
<b>Liaison Officer</b>	A. Bonifacio Street Baybay City, Leyte	April2019-June 2021
<b>Part Time Teacher</b>	Visayas State University  Visca, Baybay City Leyte	August 2018-Dec. 2018
<b>Transcriber</b>	Department of Liberal Arts and Behavioral Sciences Visca, Baybay City Leyte	June 2018- July 2018

### **Education**

VISAYAS STATE UNIVERSITY- Bachelor of Arts in English Language