



# VANESSA W. NAZAL

## Administrative

"Dynamic and dedicated professional with a passion for delivering exceptional administrative support. Proficient in multitasking and adept at managing diverse responsibilities with precision and efficiency. Eager to leverage my skills and experience to contribute effectively to a dynamic team environment."

## Contact

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- www.facebook.com/assenav.wabina
- Brgy. Bitanhuan Baybay City Leyte

## Education

### Associate in Computer Technology

Franciscan College of the Immaculate Conception

2005 - 2007

Andres Bonifacio St, Zone 1,  
Baybay City Leyte

## Skills

- Basic computer literacy skills
- Organizational skills
- Adaptability skills
- Time Management
- Customer Service
- Teamwork

## Experience

### Data Encoder

Accudata Systems, Inc.

Aug 2007 - Mar 2009

"Experienced in meticulous data entry for census returns, ensuring accuracy and completeness in information recording. Dedicated to upholding confidentiality and integrity while contributing to the vital task of population analysis and reporting."

### Encoder / Clerk

Office of the Vice President for  
Academic Affairs  
Visayas State University

Apr 2011 - Sept 2020

"Versatile Encoder/Clerk adept at handling diverse responsibilities with precision and efficiency. Skilled in data entry, document management, and clerical tasks to support smooth office operations."

### Clerk / TPES Controller

Instruction and Evaluation Office  
Visayas State University

Sept 2020 - Present

Organized and efficient clerk with a knack for detail and a commitment to excellence. Proficient in managing administrative tasks, maintaining records, and providing support to ensure smooth operations.

Detail-oriented Evaluation Performance Clerk proficient in analyzing and documenting performance metrics with precision. Skilled in conducting thorough assessments, compiling data, and generating insightful reports.

## Language

English



## Reference

Ma. Rachel Kim L. Aure  
Director

Instruction and Evaluation Office  
1104