

**AILYN O. FLANDEZ**

San Isidro, Baybay City, Leyte

Contact no. 09265909293

Email: [aaifladz@gmail.com](mailto:aaifladz@gmail.com)

**CAREER OBJECTIVE**

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To gain a long-term employment in a company or institution that gives a scope to further my knowledge and utilize my skills towards mutual growth and success.

**PERSONAL INFORMATION**

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Date of Birth: June 15, 1994

Age: 29

Height: 158 cm

Weight: 50 kg

Gender: Female

Citizenship: Filipino

Place of Birth: Baybay City, Leyte

Civil Status: Single

Language: English, Tagalog, Cebuano

Father's Name: Nelson MontefolkaFlandez

Mother's Name: Brenda OpenianoFlandez

**EDUCATIONAL ATTAINMENT**

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**Tertiary Education**

School: Southern Leyte State University - Sogod Campus (SLSU)

Degree: Bachelor of Science in Information Technology (Programming)

Address: Sogod, Southern Leyte

School Year: 2017-2018

**Secondary Education**

School: Baybay National High School

Address: 30 de DiciembreSt., Baybay City, Leyte

School Year: 2010-2011

**Elementary Education**

School: Baybay North Central School

Address: A. Bonifacio St., Baybay City, Leyte

School Year: 2006-2007

**ELIGIBILITY**

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Civil Service Eligibility—Professional Level

## SKILLS

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- Computer Competent
- Microsoft Office
- Multi-tasking
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## ADDITIONAL QUALITIES

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- Trustworthy
- Able to work unsupervised and learn fast with creativity
- Able to follow specific instructions
- Friendly, independent and level headed person
- Eager to learn new things through reading, listening and observation
- Flexible

## WORK EXPERIENCE

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- **Parish Secretary-** Holy Spirit Parish, Visca, Baybay City, Leyte (2020 – on going)  
Responsibilities:
  - Scheduling & Record management.
  - Manage the administrative aspects of baptisms, weddings and funerals and other pastoral services.
  - Prepare and print service booklets.
  - Design programs and tarps for upcoming event like fiesta, anniversary, etc.
  - Support parish priest in various activities and working alongside other staff and volunteers.
- **Freelance**—Website developer, Data Encoder, Video and Photo Editing, Design invitations, Programs, Tarps and more
- **Branch Admin**— PH Global J&T Express, Sogod Branch, Sogod, So. Leyte (2019-2020)  
Responsibilities:
  - Customer service
  - Answers telephone calls promptly and appropriately
  - Responsible in record monitoring and admin related documents
  - Prepares the daily and monthly walk-in packages report, daily successful pick-up packages percentage report, and location employees' time keeping report.

## CHARACTER REFERENCES

REV. FR. GARY NELSON L. ESGUERRA  
Parish Priest, Holy Spirit Parish, Visca, Baybay City, Leyte  
09088128322

MS. ROBERTA C. LEMOS

Former Chief Finance Officer, VSU, Visca, Baybay City, Leyte

Finance Officer (Present), Holy Spirit Parish, Visca, Baybay City, Leyte

09176573534

REV. FR. ARTHUR T. DUATE

School Chaplain, Franciscan College of the Immaculate Conception, Baybay City, Leyte

09175182538

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

  
Ailyn O. Flandez  
Applicant