

Lindon M. Fernandez

Office Clerk

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Engaged office worker with 9+ years' experience, proficient in Microsoft office (word, excel, power point). Performed fast encoding, MIS data entry and other clerical duties at various departments.

Work Experience

2023-1 – Present

Data Entry Machine Operator II (DEMO II)

Management Information System (MIS)

Supply & Property Management Office (SPMO)

Visayas State University

- Prepare, organize, and encode PAR & ICS data for migration to the database.
- Clean, organize, migrate existing archive data.
- Gather MIS data from VSU offices.
- Organizing files, collecting and managing data to be entered into the database
- Perform messengerial services in the absence of the person assigned.
- Performs other function as assigned by the superiors.

2021-01 – 2022-12

Clerk/Admin Aide III/Driver

Supply & Property Management Office (SPMO)

Visayas State University

- Alternate dDRC for ISO
- Monitored and responded supplier's emails & follow up of payments.
- Monitoring of partial deliveries & payments.
- Inspection & Acceptance Reports, Stock position sheet, encoding of actual item deliveries and delivery receipt to be check by the assigned inspector.
- Checking receipts with lacking deliveries.
- Inventory of PAR & ICS items of End-users.
- Updating/posting new PAR/ICS end-users summary or folder.
- Inspector Representative, taking pictures & witness upon death of animals.
- Escorting/Receiving Deliveries from supplier to campus offices.
- Transmittal of Inspection & Acceptance Report to Procurement Office.
- Delivery driver of end-user's supplies/items to different offices within university campus

2017-07 – 2020-12

Clerk/Admin Aide III

Supply, Procurement and Property Management Office (SPPMO)

Visayas State University

- Inspection Reports, encoding of actual item deliveries and delivery receipt to be check by the assigned inspector.
- Making of Vouchers for complete attachment purchase orders.
- Transmittal of Vouchers, Inspection & Acceptance Report to Accounting office.
- Monitored and responded supplier's emails/phone calls.
- Made my own monitoring for partial deliveries & payments.
- Inventory of PAR & ICS of End-users.
- Inspector Representative taking pictures & witness upon death of animals.
- Escorting/Receiving Deliveries from supplier to campus offices.
- Updating/posting new PAR/ICS end-users summary or folder.

2014-01 – 2017-06

Front Desk Clerk

VSU Apartelle

Visayas State University

- Greeting and welcoming guests.
- Answering guest inquiries through phone call or walk-in.
- Assist Guest Luggage to their rooms.
- Encoding Documents and other request.

2013-06 – 2013-09

Science Research Assistant (SRA)

Phil. Rootcrops/ Tissue Culture

Visayas State University

- Propagating of yam
- Sanitizing of cups to use for propagating.

2012-11 – 2013-01

Service Crew

Leylam Shawarma

Robinsons Place Tacloban

- Cooking shawarma foods.
- Purchaser of supplies use for cooking.
- Inventory of supplies.
- Supervise new crew.

2012-08 – 2012-09

Banquet Waiter

Cebu Parklane International Hotel

Cebu City

- Set-up events like birthdays, wedding & different parties.
- Arranging of tables & skirting.
- Serving foods.

2011-11 – 2012-02

On the Job Trainee

Cebu Parklane International Hotel

Cebu City

- Assigned in different department of hotel such as Front Office. Department, Sales Department, Housekeeping Department, Pool area, Gym, & Engineering Department.
- Sales Telephone Operator, taking notes of newspaper leads, guest inquiries for function rooms at Sales Department.
- Errand in Housekeeping Department.
- Answering phone call from guest of defective tv's and any facilities of hotel room at Engineering Department.

Educational Background

2008 - 2012

Bachelor of Science in Hotel, Restaurant and Tourism Management, Visayas State University

- Society of Hospitality Tourism Students (SHOTS) member
- Financial Management
- Accounting
- Management Skills
- Customer service training

Seminars/Training Attended

2022-08-30,31	ISO 9001:2015 Awareness/ Re-awareness Seminar VSU RDE HALL Visayas State University, ViSCA, Baybay City, Leyte
2022-07-21,22	Hands-Only Cardiopulmonary Resuscitation VSU GYMNASIUM Visayas State University, ViSCA, Baybay City, Leyte
2022-06-04	Disaster Risk Reduction and Management (DRRM) Training Visayas State University, ViSCA, Baybay City, Leyte
2022-09-13	ISO 9001:2015 Awareness/ Re-awareness Webinar Visayas State University, ViSCA, Baybay City, Leyte
2019-06-15	VSUCC BASIC COOPERATIVE COURSE SEMINAR Pavillion Glassroom Visayas State University, ViSCA, Baybay City, Leyte
2019-01-15	Orientation Workshop Among JO Clerks & Laboratory Technicians CCE Building Visayas State University, Visca, Baybay City, Leyte
2016-06-20-30	Basic Training University of Cebu - Mambaling Campus Cebu South Road Properties, Mambaling
2012-10-22	Orientation Seminar for Food Handlers City Health Office Tacloban City, Leyte, Philippines
2011-09-29	Conceptualizing and showcasing an event that upholds the hospitality and tourism industry in region VII during the Events Exhibit 2011. Techno mart and Pasalubong Center Visayas State University Visca, Baybay City, Leyte
2011-02-19	1st Orientation Seminars on the Industry Practice (HRTM 200) Center for Continuing Education (CCE) Visayas State University Visca, Baybay City, Leyte
2010-03-13	Fire Awareness and Control Seminar DFST Pilot Plant Visayas State University Visca, Baybay City, Leyte, Philippines
2010-12-14	Basic Fine Dining and Table Etiquette Marriott Hotel Cardinal Rosales Avenue, Cebu City, Philippines

2010-12-14	Lecture and Demonstration on Foreign Dishes <i>Marriott Hotel</i> <i>Cardinal Rosales Avenue, Cebu City, Philippines</i>
2010-12-14	Lecture on Personality Development and Communication Skills <i>Cebu Crown Regency Hall</i> <i>Cebu Crown Regency Residence</i> <i>Guadalupe, Cebu City, Philippines</i>
2010-12-27-29	30 Hours of Service and Practicum Training Of Food and Beverage Operation <i>Captain's Grill and Restobar</i> <i>Baybay City, Leyte</i>
2010-10-03	36 Hours Practicum Training Housekeeping Services / Room Attendant Course <i>BAYVIEW INN</i> <i>Batuan, Ormoc City, Leyte</i>
2010-10-03	36 Hours Front desk Representative Course <i>BAYVIEW INN</i> <i>Batuan, Ormoc City, Leyte</i>

Additional Activities

- Basketball two times a week
- Biking every other weekend
- Cooking

Personal References

ALICIA M. FLORES

0917-634-1430

Head SPMO & Budget Office
VisCa Baybay City, Leyte

FRANCISCO G. GABUNADA

0917-532-2196

University Secretary, Head PCC
Visca Baybay City, Leyte

CONNEL D. ANTIPASO

0917-310-1458

Appartelle Manager
VisCa Baybay City, Leyte

CHEEZKA MARIE L. MERCADER

Cebu Parklane International Hotel
Human Resource Assistant
Corner Archbishop Reyes Avenue
And Escario Street, Cebu City