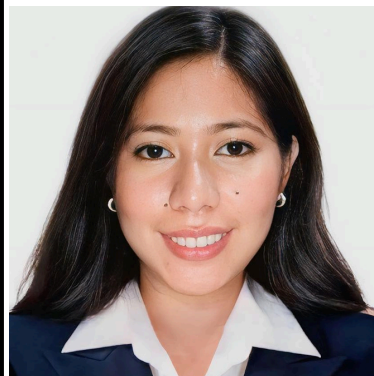


# ROSLYN S. TELEMPROS

ADMINISTRATIVE III

roslyn.solano@vsu.edu.ph



## WORK EXPERIENCE

### Administrative Aide III Planning Office

November 2023 - Present

- - Performs clerical tasks such as filing, encoding, and document tracking
- - Assists in preparing reports and office communications
- - Supports daily operations of the Planning Office

### Wallstreet Courier Services

August 2019 - November 2023

- - Handled documentation and logistics for delivery operations
- - Coordinated with clients for pick-ups and inquiries
- - Maintained records and assisted in administrative duties

## SKILLS

- Proficient in MS Office applications (Word, Excel, PowerPoint)
- Experienced in document encoding, filing, and records management
- Effective in handling office communications and correspondence
- Maintains confidentiality and professionalism in the workplace
- Strong organizational and multitasking abilities
- Familiar with the use of basic office equipment

## EDUCATION

### Bachelor of Secondary Education, 2016

- Major in Mathematics
- Visayas State University

### Secondary Education, 2012

- Visayas State University Laboratory High School

### Primary Education, 2008

- Bunga Elementary School

## INTERESTS

- Enhancing my skills in office administration and clerical work
- Supporting efficient records management and document processing
- Learning and applying best practices in public service
- Developing proficiency in office software and tools
- Contributing to a professional, organized, and service-oriented workplace