

PERSONAL INFORMATION

Noreen Kaye N. Aure
Brgy. Gabas, Baybay City, Leyte
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Sex Female Date of Birth 21 Dec 1993 Nationality Filipino

HIGH QUALIFICATION

- Highly trainable and fast learner
- Hardworking and good customer service skills
- Flexible and time management
- Computer literate and easily adopt computer software
- Good interpersonal skills

WORK EXPERIENCE

1 Aug 2016 to 31 Dec 2017

Administrative Aide (VSU BAKERY)

- Managing office and bakery supplies stock
- Preparing regular financial and administrative reports
- Compute daily income and inventory.
- Prepare for the payroll for the employees
- Prepare for the employees appointment
- Remit the daily income to the Cash Department.
- Manage the bakery employees
- Schedule and appoint the needed task for the employees.

27 July 2020 to 22 Jan 2022

Billing/PhilHealth Clerk (BAYBAY DOCTORS HOSPITAL)

- Provide interaction to the customers such as answering queries and handling
- Generates the statement of account
- Provide partial billing each day and distribute it to the patient
- Responds to queries regarding Philhealth requirements and claims
- Prepares Philhealth documents for processing
- Deducts patient's Philhealth benefit on Statement of Account based on Philhealth case rates

26 Feb 2024 to present

DDRC/Clerk (Department of Plant Breeding and Genetics)

- Takes charge of communications and other documents for the signature of the department head and faculty members
- Process administrative/personnel-related documents
- Acts as the department document and records controller (DDRC)
- Takes charge in the proper documentation and filing of all documents and records
- Controls all forms (updated ISO) and the department's copy of the documented procedures manual of the university
- Receive and distribute communications and documents
- Assists and facilitates requests/inquiries of students and other clientele of the department
- Keeps a duplicate copy for filing of all records of faculty
- Performs other duties that maybe assigned by the department head

EDUCATIONAL ATTAINMENT

6 May 2014	Bachelor of Science in Information Technology System and Technology Institute, Ormoc City, Leyte
18 March 2018	Supplementary Education (Secondary Education) Franciscan College of the Immaculate Conception Baybay City, Leyte

CERTIFICATES

TESDA
NCII CAREGIVING
(June 11, 2021)

Virtual Seminar Workshop on Basic Records and
Archives Management
(November 15 to 19, 2021)

PERSONAL SKILLS

Mother Tongue	Cebuano, English and Filipino
Communication Skills	good communication skills gained through meeting people of various backgrounds: good listener
Managerial Skills	good organization and coordination skills.
Job-related Skills	mentoring and facilitation skills
Digital Skills	good command of Microsoft office suite (word,excel,ppt)
Other Skills	Baking, Driving (Non-professional) Restriction 1 and 2

References

Jhemelyn B. Martinez
Chapel Manager
St. Peter Chapel Inc.
Baybay City, Leyte 6521-A Philippines
09308767831

Marjorie Tabudlong
Metro Retails Stores Group Inc.
Supermarket Supervisor
09054715501

Melissa B. Pical
EBCAL Construction Firm
Civil Engineer
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09664117502