

March 31, 2025

**HONEY SOFIA V. COLIS**

**Director, HRMD**

**VSU, Baybay City, Leyte**

I discovered the Visayas State University- Baybay and learned that your good office is actively seeking an Administrative Aide III as I believe my skills and experience make me an excellent fit for this position.

I successfully completed 83 units in Bachelor of Secondary Education with a Major in English. Beyond that, I have obtained numerous certifications that enhance my expertise, including Public Speaking and Lobby Training, Data-gathering Orientation, Talent Acquisition, Biblical Principles of Sales and Entrepreneurship, Cash Flow Management, Office Administration, Corporate Communication, Performance Evaluation, Training Needs Analysis, Strategic Planning, Vision Casting, Brand Activation, Sales Generation Techniques, and Marketing Strategies. These extensive training programs and certifications have equipped me with a robust set of skills and competencies that significantly contribute to my professional capabilities in these areas.

I proudly hold a Contact Center Service National Certificate II and have earned credentials as a Certified Sales and Marketing Consultant (CSMC), Certified Entrepreneurial Management Practitioner (CEMP), and Certified Customer Experience Management Professional (CCEMP). I am dedicated to continuously acquiring the skills, knowledge, and experiences necessary to enhance my personal and professional growth.

In my work experience, I have successfully served as a Customer Service Representative for leading companies such as Concentrix and Teleperformance. My expertise in sales and sales automation has been honed through my roles at Boldr PH, Inc., where I excelled as a Sales Development Representative, and as a Sales Manager at Ysabella MNL. I communicate professionally and effectively in English, both in writing and speaking. My strong adaptability and system thinking skills empower me to thrive in dynamic environments and make significant contributions to any organization I am part of.

I am eager to have my application considered for the position of Administrative Aide III in your esteemed office. I am confident in my ability to excel in my duties and responsibilities and am excited about the impact I can make. I would welcome the chance to discuss how my skills align with your Core Values, Mission, and Vision in an interview.

I look forward to the opportunity to contribute significantly to the continued success of the Visayas State University- Baybay.

Respectfully Yours,

  
**MAI GRACE C. VIRAY**  
*Applicant*