



CHRISTINE M. POGOY

ADMINISTRATIVE ASSISTANT

CONTACT



09606678672



christinepogoy3@gmail.com



Brgy. Conalum, Inopacan, Leyte

SKILLS

- Data entry
- Database management
- Correspondence writing
- Microsoft Office tools utilization

EDUCATION



**BACHELOR OF SCIENCE
IN AGRIBUSINESS**

2015-2019
VISAYAS STATE UNIVERSITY

SPEAKERSHIP

RESOURCE SPEAKER DURING
THE "CAPABILITY BUILDING ON
ADVANCED MICROSOFT OFFICE
365 APPLICATION FOR NON-
TEACHING PERSONNEL"

JANUARY 29-31, 2024 | *DEPED BILIRAN*

MY PROFILE

Results-driven and detail-oriented individual with more than 3 years of administrative support experience in a government agency

JOB EXPERIENCE

FEBRUARY 16, 2022 - PRESENT | *DEPED BILIRAN*

ADMINISTRATIVE ASSISTANT II

Provided secretarial support to the Head of the Administrative Unit, recorded, segregated, and routed documents, checked the DTRs of SDO Personnel, updated the data in the Program Management Information System, issued Special Orders (Return to Duty and Change of Name), prepared minutes for various office meetings

AUGUST 3, 2020 - FEBRUARY 16, 2022 | *DEPED BILIRAN*

ADMINISTRATIVE ASSISTANT I

Provided secretarial support to the Head of the Administrative Unit, recorded, segregated, and routed documents, checked the DTRs of SDO Personnel, updated the data in the Personal Services Itemization and Plantilla of Personnel, prepared minutes for various office meetings

TRAININGS ATTENDED

- **TRAINING ON BASIC LIFE SUPPORT**
DECEMBER 12-14, 2023 | *DEPED BILIRAN*
- **MAXIMIZING THE UTILIZATION OF ICT**
OCTOBER 18-21, 2023 | *DEPED REGION VIII*
- **GENERAL VIRTUAL ASSISTANT COURSE**
MARCH 13-18, 2023 | *EZACC TRAINING CENTER*
- **MICROSOFT DIGITAL LITERACY COURSE**
DECEMBER 31, 2022 | *TESDA*
- **TRAINING FOR NON-TEACHING PERSONNEL
ON PRIORITY LEARNING NEEDS**
JULY 26-28, 2021 | *DEPED BILIRAN*
- **CAPABILITY ENHANCEMENT OF RECORDS
OFFICER AND DOCUMENT CONTROLLERS ON
DATA PRIVACY, MANAGEMENT, CONTROL AND
DISPOSITION**
SEPTEMBER 21, 2020 | *DEPED REGION VIII*