

Lindon M. Fernandez

Office Clerk

Phone 0939-764-8185 / 0963-266-8072

E-mail lindon.fernandez@vsu.edu.ph / lindonmf@gmail.com

LinkedIn linkedin.com/in/lindon-fernandez-4929912a0



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

2023-6 – Present

Admin. Aide. III / Deputy Document and Records Controller

Department Plant Breeding and Genetics (DPBG)

Visayas State University

- Takes charge of communications and other documents for signature of the department head and faculty members.
- Process and prepares financial documents (e.g., reimbursement, liquidations, cash advance, honorarium, travel expenses, fund transfer, payment of gasoline, annual procurement, vouchers/payment of salaries of faculty and staff, purchase request, RIS, etc.) and administrative/personnel-related documents (e.g., application for leave, DTR printing, faculty workload, teaching load, IPCR, OPCR, etc.).
- Acts as the department document and records controller (DDRC).
- Takes charge in the proper documentation (compile, copy, sort and file records) 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 (e.g., Memos) and documents (e.g., TPES) to faculty.
- Takes charge of all equipment and other properties and supplies in the administrative office.
- Photocopies scan and print important documents (e.g., grade sheets, handouts, exams, study guides, etc.)
- Assists faculty members in the preparation/encoding of course syllabi and laboratory manuals.
- Assists and facilitates requests/inquiries of students and other clientele of the department.
- Keeps a duplicate copy for filing (hard copy and scanned e-file) of all records of faculty (e.g., certificates, attendance to conferences, trainings, membership in organizations, awards, etc.)
- Maintains cleanliness and orderliness of the administrative office and reception area.
- Performs other duties that maybe assigned by the department head.

2023-1 – 2023-6

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 Office (SPO)

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 inquires 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. Root crops / Tissue Culture

Visayas State University

- Propagating of yum
- 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

Lahug, 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

Lahug, 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

2023 - 2025

**Master in Public Administration,
College of Maasin**

- Develop analytical and leadership skills
- Budget Analyst
- Human Resources
- Nonprofit Management
- Public relations Manager

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

2023-08-29

ISO 9001:2015 Awareness/ Re-awareness Seminar

WEBINAR

Visayas State University, ViSCA, Baybay City, Leyte

2023-08, 22-25

WORKING TOWARDS PERSONAL EFFECTIVENESS

EUROTEL BORACAY STATION 2

Boracay Island, Malay Aklan

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

LUZ O. MORENO

Head DPBG
VisCa Baybay City, Leyte

ALICIA M. FLORES

0917-634-1430
Head Budget Office
VisCa Baybay City, Leyte

FRANCISCO G. GABUNADA

0917-532-2196
University Secretary, Head PCC
Visca Baybay City, Leyte

CHEEZKA MARIE L. MERCADER

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