



Alondra Poliquit

ADMINISTRATIVE AIDE

A passionate and motivated individual exposed in proofreading, email writing, data encoding, research, marketing, Microsoft office software and other related administrative services. Aiming to leverage my knowledge and abilities to successfully fill-in the vacancy. Plus, i will be working diligently and efficiently to be worthy of the position.

CONTACT

alondrapoliquit@gmail.com
+63 929 476 4726
Kiga, San Isidro, Baybay City,
Leyte

SKILLS

- Microsoft Office Software
- Computer Literacy
- Research
- English Communication
- Clerical

WORK EXPERIENCE

ENCODER
Philippine Coconut
Authority

JULY 2022 TO
JANUARY 2023

- Inputs all the farmers' information accurately to the system/database.
- Scanning the farmer IDs and attached documents for verification.
- Compiling the documents/forms in chronological order.
- Monthly accomplishment report.

STRAWBERRY
MARKETING ON THE
JOB TRAINING

FEBRUARY 2020 TO
MARCH 2020

Libeja Agriventure
Integrated Strawberry Farm

- Marketing or selling the farm products to the tourist customers.
 - Production and evaluation of goods to be distributed to the marketing channels.
 - Providing assistance to the customers' demands.
 - Keeping the surroundings clean and tidy.
-

EDUCATION

BACHELOR OF SCIENCE IN AGRIBUSINESS

- Visayas State University
- A.Y. 2019-2020