



JUDEN A. PAYO

CONTACT

09267286008

payojuden0105@gmail.com

LANGUAGES

English

Filipino

Visayan

SKILLS

Database Entry

Filing Systems

Spreadsheet Tracking

Proofreading Documents

Multitasking Abilities

ACHIEVEMENT(S)

Certified TESDA Computer
System Servicing (CSS) NC-II
Professional - STEFTI Tacloban

Abucay, Tacloban City, Leyte
(May 2019)

PROFILE

Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EDUCATION HISTORY

Bachelor of Science in Information Technology, Visayas State University – Isabel, (July 2015 – July 2019)

Completed the Capstone Project

Matlang National High School, Matlang, Isabel, Leyte, (2011 – 2015)

Tubod Elementary School, Tubod, Isabel, Leyte, (2005 – 2011)

WORK EXPERIENCE

ADMINISTRATIVE AIDE III, LOCAL GOVERNMENT UNIT – ISABEL, JULY 2023 – MAY 2025

- Operate standard office equipment like copiers, scanners, and computers and prepare, file, and organize documents and records.
- Encode, sort, and retrieve data using computerized systems and prepare simple reports, forms, and summaries.
- Provide administrative assistance to department heads and assist in community programs.