



## **ROLAN C. RICARTE**

*Bachelor of Science in Agribusiness Graduate*

Dedicated Administrative Clerk with strong organizational skills and attention to detail. Skilled in office management, document processing, and data entry, ensuring smooth daily operations. Proficient in Microsoft Office and adept at maintaining records, coordinating schedules, and handling correspondence. Reliable and efficient in supporting teams in a fast-paced environment. Passionate about streamlining workflows and contributing to organizational success.

## **PERSONAL INFORMATION**

Address: San Agustin, Baybay City, Leyte

Contact Number(s): 0935-947-2128, 0946-687-8470

E-mail Address: rolanricarte.ph@gmail.com

## **EXPERIENCE**

### **Clerk, University Registrar**

March 2022 to Present

- Prepared individual student records on e-copy/file (worksheet) of consolidated grades, permanent record, evaluation record, etc.)
- Reviewed, checked, and verified authenticity of submitted credentials of new students (soft copy).
- Posted grades and updated regularly student records (for manual system).
- Evaluated, advised and informed students of assigned courses on curricular programs as to curricular level, scholastic standing, graduation, enrollment, subject load and sequence, as well as courses/subject deficiency.
- Checked and validated scholastic records of students requested for verification.
- Endorsed identified delinquent students to Guidance Office for guidance and counseling
- Reconstructed lost or missing records or files of students.
- Facilitated and countersigned dropping, LOA, readmission, shifting and clearance of students
- Checked, verified, and signed prepared Transcript of Records (1st Issuance).
- Checked/Verified correctness and completeness of Diploma of graduates
- Prepared list of identified candidates for graduation and latin honors of assigned courses.
- Secured integrity and confidentiality of students' records.
- Assisted in the enforcement of academic policies and regulations
- Assisted in the enrollment of students.

## **EDUCATION**

June 2020 – Visayas State University, Bachelor of Science in Agribusiness

March 2010 – Bunga National High School, 1<sup>st</sup> Honorable Mention