



Alberto S. Marinay Sr.

Dedicated and adaptable professional with strong communication, problem-solving, and organizational skills. Known for delivering quality results in fast-paced environments and contributing positively to team success. Eager to bring a proactive mindset and reliability to any role.

Contact



09071151306



marinayalberto635@gmail.com



Brgy. Ga-as Baybay City

Education

**Franciscan College of the
Immaculate Conception**

1984-1988

- Secretarial Course

References

**SISTER M. LOUISE
BACALLA, OSF**

09268042240, FCIC

**SISTER M. CLARISA
TORCINO, OSF**

09352176585, FCIC

Work Experience

Printing Services

Aide (1990 - 2023)

FCIC

- Managed the printing of essential documents for the FCIC administration, including test papers.
- Specialized in bookbinding for narratives and theses of graduating students, also catering to outside clients.
- Performed t-shirt printing, book cover restoration and repairs, and lettering work.
- Strengthened skills in accuracy, quality control, and customer service through diverse printing and finishing tasks.

Skills

- Document printing and reproduction
- Bookbinding and finishing
- T-shirt printing and fabric design application
- Book cover restoration and repair
- Lettering and layout design
- Quality control and attention to detail
- Customer service and client coordination
- Time management and task prioritization