

ELVIE D. BALBARINO

Brgy. Sabang Baybay City Leyte

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Objectives

- Can understand with ease virtually everything heard or read.
- Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.
- Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

Technical and Personal Skills

- Proficient in Microsoft office Programs
- Good in communication skills
- Hard working, fast learner and can work with other people.

Languages

- English
- Filipino
- Cebuano/Bisaya

Certifications:

Basic Operations of Microsoft office 2016 (Word,Excel,PowerPoint)

Work Experience

Computer Operator I	Visayas State University	Oct. 17, 2023-Present
DEMO I	Visayas State University	Sept. 01,2023-Oct.16, 2023
Admin Aide III	Visayas State University	Nov. 22, 2022- Aug. 31, 2023
Private Tutor	Sabang and Palhi Baybay City, Leyte	July 2021-October 2022
Liaison Officer	A. Bonifacio Street Baybay City, Leyte	April2019-June 2021
Part Time Teacher	Visayas State University Visca, Baybay City Leyte	August 2018-Dec. 2018
Transcriber	Department of Liberal Arts and Behavioral Sciences Visca, Baybay City Leyte	June 2018- July 2018

Education

VISAYAS STATE UNIVERSITY- Bachelor of Arts in English Language