

CRISLHY CUICO ORAYLE

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Summary of Qualification

Proficient Administrative and Human Resources Professional with 3+ years of demonstrated history of success in effectively managing various administrative tasks and HR functions. Equipped with strong organizational skills, attention to detail, and a strategic approach to problem-solving, I excel in fostering productive workplace environments while ensuring compliance with policies and regulations.

Experience

Administrative Aide IV (HRM Aide I)
City Government of Ormoc

Sept. 28, 2020 – March 31, 2024
3 Years & 6 Months

An Overview of the Duties

- Administrative tasks including completing travel expense liquidations in a timely manner and payroll processing for salary and overtime pay. Additionally, producing several letter requests for travel, trainings, overtime, and seminars; additionally, preparing numerous certifications, including employment, leave credit, and oneness certificates, among others.
- The Human Resource and Development Committee Secretariat, whose duties include creating agendas, taking minutes at meetings, making sure that all agreements are followed, monitoring member attendance to establish quorum, and finally providing ongoing updates to members, which are typically done once a month
- In – charge of updating and creation of GSIS web – based accounts of all (regular and casual) government employees,
- Leave administration tasks, such encoding and printing leave requests, monetizing leave upon request, printing terminal leave and verifying and tracking employee leave credits.

Administrative/Accounting Staff

San Isidro Labrador Multi – Purpose Cooperative

April 2, 2019 – Jan. 27, 2020

9 Months

An Overview of the Duties

- Administrative tasks such account settlement, preparing summaries of withdrawals, and keeping an eye on our clients' ATM accounts.
- Cashier/Teller which releases funds to our client while verifying account balances.

Education

□ Bachelor of Secondary Education major in Biological Science 2018 - 2019

Eastern Visayas State University Ormoc City Campus

Leyte, Philippines

□ Master of Arts in Education with Specialization in Science 27 units Earned

Asian Development Foundation College – Tacloban City

Leyte, Philippines

Skills

○Leadership

○Problem Solving

○ Adaptability

○Strong Work Ethic

○Time Management

○Tech Savvy