

Alfe Mae Ann E. Marinay

Barangay Gaas, Baybay City Leyte, Baybay, 6521 (PH)
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PROFESSIONAL SUMMARY

Professional, hardworking and experienced employee, seeking to utilized my knowledge, skills and strengths to contribute company efficiency. Strong analytical skills, creative in resolving problems and addressing issues; self-motivated, dedicated, decisive; always seeks tasks to completion.

EMPLOYMENT HISTORY

Oct. 2019 – Present,

Deputy Documents Records and Controller, PPO Visayas State University

1. Issuing, maintaining, retrieving and controlling controlled documents
2. Assigning of document numbers and other coding controls for document in coordination with University DRC
3. Coordinate and inform relevant personnel on any changes
4. Ensuring implementation of control of records
5. Checking the completeness of relevant information and signatories in filling up ISO documents/forms
6. Ensuring all documents are correct in accordance with the standard format implemented for ISO documents or forms

Clerk, PPO Visayas State University

7. Consolidate of ISO document
8. Prepare of electric bill and water consumption VSU Faculty & staff, IGP
9. Filling of ISO documents
10. Receive incoming documents
11. Recording if incoming and outgoing documents
12. Entertained the GSD customers/client
13. Performs other function as assigned by superior and other office staff.

July 2018 – Sept. 2019

Accounting Staff, LGU Baybay

- Segregation of payrolls and vouchers
- Filing payrolls monthly for regular and JO workers
- Entertain clients of their concerns regarding vouchers and payrolls
- Encode monthly vouchers
- Does other duties required by our supervisors

Nov. 2017 – Feb. 2018 Baybay City, Leyte
Assistant Record Officer (Job trainee), Baybay City Water District

- Performing office duties.
- Assisting clients and supervisors.
- Recording maintenance order files
- Making store requisition slips
- Filing and encoding maintenance orders monthly
- Updating records monthly

EDUCATION

2014 - 2018
Bachelor of Science: Business Administration Major in Human Resource Management and Development

- Franciscan College of the Immaculate Conception - Baybay City, Leyte
- Dean’s Lister

20010 - 2014
High School

- Franciscan College of the Immaculate Conception
- Salutatorian

2008 - 2010
Elementary

- Brgy. Gaas Elementary School
- First Honorable Mention

2004 - 2018
Elementary

- Franciscan College of the Immaculate Conception

SKILLS

- | | |
|-----------------------------|--------------------|
| • Analytical Skills | <i>Skillful</i> |
| • Customer Service | <i>Experienced</i> |
| • Computer Skills | <i>Experienced</i> |
| • Mathematical Skills | <i>Experienced</i> |
| • Good Communication Skills | <i>Skillfull</i> |

CHARACTER REFERENCE

- *Mrs. Tessie Salubre*
Accounting Staff
09164419725

- *Mrs. Ma. Cecilia A. Lapiceros*
Record Officer Baybay City Water District
09161883478
- *Sister M. Emilie Igano, OSF*
FCIC Head of Commerce Dept.
09195628529

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



ALFE MAE ANNE E. MARINAY
Applicant