

## AILYN O. FLANDEZ

**CAREER OBJECTIVE** To gain a long-term employment in a company or institution that gives a scope to further my knowledge and utilizing my skills towards mutual growth and success.

### EXPERIENCE

#### **PARISH SECRETARY- Holy Spirit Parish, Visca, Baybay City, Leyte**

October 16, 2020 - Present

Responsibilities:

Scheduling & Record management.

Manage the administrative aspects of baptisms, weddings and funerals and other pastoral services.

Prepare and print service booklets.

Design programs and tarps for upcoming event like fiesta, anniversary, etc.

Support parish priest in various activities and working alongside other staff and volunteers.

#### **FREELANCER**

ongoing

Website developer, Data Encoder, Video and Photo Editing, Design invitations, Programs, Tarps and more

#### **BRANCH ADMIN – Ph Global J&T Express, Sogod Branch, Sogod, So. Leyte**

2019-2020

Responsibilities:

Customer service

Answers telephone calls promptly and appropriately

Responsible in record monitoring and admin related documents

Prepares the daily and monthly walk-in packages report and sales report and daily successful pick-up packages percentage report.

### EDUCATION

Southern Leyte State University

Address: Sogod, Southern, Leyte

Degree: Bachelor of Science in Information Technology (Programming)

School Year: 2017-2018

CERTIFICATE      Civil Service Eligibility – Professional Level

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SKILLS      Computer Competent  
Microsoft office  
Multi-Tasking

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ADDITIONAL  
QUALITIES      Trustworthy  
Able to work unsupervised and learn fast with creativity  
Able to follow specific instructions  
Friendly, independent and level headed person  
Eager to learn new things through reading, listening and observation  
Flexible

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