

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

Full Tme Tutor	Taytayan, Baybay City Leyte.	July 27, 2021-Present
Office Staff/Secretary	Zone 23 Baybay City Leyte	April 01, 2021- July 26

Private Tutor	Sabang and Palhi Baybay City, Leyte	June 2020-October 2020
Secretary/Assistant	A. Bonifacio Street Baybay City, Leyte	March2019-February 2020
Part Time Teacher	Visayas State University Visca, Baybay City Leyte	August 2018-December 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