



ANNA PATRICE S. BORNEO

I am an efficient and driven administrative professional who's always looking to grow and learn. People know me for my cheerful personality and team-oriented mindset. I enjoy being creative—whether it's through writing, connecting with others, or doing crafts. I'm always open to new experiences and love being part of projects where I can make a meaningful contribution.

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EDUCATION

Leyte State University 2003

Bachelor of Science in
Development Communication

Visca Laboratory High School 1999

ELIGIBILITY

Civil Service Professional Eligibility
October 21, 2012

CORE SKILLS

Computer Skills - 9/10

Teaching - 9/10

Writing - 9/10

Documentation - 9/10

Records Keeping - 9/10

Email Management - 9/10

HOBBIES

Sketching / Reading / Watching Movies /
Yarn Crafts & Sewing / Cooking / Interior
Decorating / Graphics Design / Hiking

WORK EXPERIENCE

Administrative Assistant June 2024 - Present

OVPREI, Visayas State University

- Help with the activities of the VP for Research, Extension, and Innovation and manage the VP's appointments and official events.
- Provide admin support to the VP, such as drafting letters, preparing travel documents, and keeping track of the VP's schedule.
- Assist and manage visitors of the VP.
- Organize and maintain office files and records.
- Work with other offices inside or outside OVPREI to ensure smooth and timely service delivery.

Administrative Aide August 2016 - June 2024

City Government of Baybay

- In charge of the LGU Medicine Scholarship Program
- Transcribe meeting recordings
- Write minutes of meetings and committee reports
- Write letters and messages of City Officials

Part-Time Instructor June 2015 - March 2016

Visayas State University

- Teach English, Literature, and Philippine History to College students
- Prepare lesson presentations and visual aids
- Conduct class examinations
- Compute mid-term and final grades of students

Research Assistant January 2010 - January 2012

USAID Funded Project through the Foundation for the
Philippine Environment

- Coordinate and facilitate on-site training on rainforestation
- Document on-site training
- Write training reports
- Write project financial reports
- Communicate with project managers via email and phone