

MARIAN S. BONGCALES

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PROFESSIONAL SUMMARY

To obtain a position in a reputable organization to expand my learning, knowledge and make use of the skills that I have in my work experiences and trainings and seminars attended in the best possible way for achieving the organization's goal.

SKILLS

- Microsoft Office
- Computer Skills
- Communication
- Lead Generation
- Highly Competitive
- Evaluation & Attention to detail
- Social Media Management
- Basic Graphic Design
- Admin Support
- Ability to work independently or as part of a team

EXPERIENCE

Administrative Aide (Course Evaluator)

July 2020 – Current

Visayas State University

- Updates student's permanent record of assigned courses for enrolment and graduation purposes
- Processing application for verification of records/ grades/ deficiencies;
- Checks and evaluate records of candidate for graduation of assigned courses;
- Prepare list candidates for graduation and furnish copies to the department/college deans
- Prepare first issuance of transcript of records of graduates
- Prepare and issues checklist with grades to students;
- Prepare permanent records of new students;
- Compute and determine candidates for latin honors;

Administrative Aide (Records Unit Staff)

January 2020 - June 2020

Visayas State University

- Arrange and sorted permanent student record envelopes and ensure that they are secured.
- . Retrieve student records needed by the course – in –charge for the preparation of Certifications, TOR and Transfer Credentials.
- File approved completion, leave of absence, readmission, shifting, withdrawal, dropping/adding/changing forms, Form 137-A/transfer credentials and other related documents into the permanent record envelopes.
- Verify grades and issue copies of grades to students
- Prepare compilation of official list, grade sheets and other documents ready for binding

Student Assistant

Visayas State University

- Checked the student's exam and quizzes paper
- Input student's grades in the excel

Computer Café Attendant

April 2014 – April 2015

- Assist customers when they have trouble or questions using computer softwares
- Provide services such as encoding, printing, downloading and all other operations provided by the cafe
- Keep accurate records of logs and inventories of the shop.
- Time customers of the number of minutes or hours they will use the computer

Chat Moderator (Part-time)

September 2022 – Present

Texting Factory/Chat home base

- Oversees message board or chat room discussion and reviews content to ensure every post meets the site's standards, which may include restrictions of hate speech, racism, classism, sexism, and other forms of offensive behavior, content, or writing.
- Participate in text-based online chats on one or more social community platforms and maintain the conversation.
- Create an imaginative experience that customers would like to return to and which is aimed at entertaining the customers, maintaining the relationship with them, and giving them a good feeling about themselves.

The VA Bar Virtual Assistant Trainee

April 2024 – Ongoing

- Social Media Management
- Lead Generation
- Email Marketing
- Basic Graphic Design
- Administrative Course

EDUCATION

Graduate studies	Master of Management - Agribusiness Management Visayas State University Visca, Baybay City, Leyte 9 units	2021-2022
College	Bachelor of Science in Agribusiness Visayas State University Visca, Baybay City, Leyte	2015-2019
Secondary	Baybay National High School Baybay City, Leyte	2009-2013
Primary	Baybay I Central School Baybay City, Leyte	2003-2009

LANGUAGE

- English
- Tagalog
- Cebuano

ELIGIBILITIES

- Licensed Agriculturist
Passed November 2019 Licensure Exam
License No.: 0031921
Valid: 08/24/2026
- CSC Professional Eligibility
Passed August 20, 2023 examination