

Sheilabelle Sembrano

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ACTING ADMINISTRATIVE AIDE VI

WORK

2017 - Present **NFA Leyte Branch as Clerk III/Acting Admin Aide VI/IO Designate**

- Creates digital marketing campaigns and materials for the agency.
- Processes overtime pay of employees.
- Conducts initial audit of PLCs for TLB claims.
- Drafts minutes and letters.
- Classifies quality of rice stocks and paddy.
- Safekeeping and sorting of RBAC documents
- Experienced processing of DTRs and leave applications of employees.

April 2014 - September 2014 **arche noVa as Assistant Project Manager**

- Prepared payroll of employees.
- Attended coordination meetings.
- Coordinated with barangay leaders for projects to be implemented in their area.

2012 - 2014 **OCCCI as Marketing & Research Specialist**

- Conducted Focus Group Discussions for upcoming products.
- Drafted mechanics for competitions hosted by the organization.
- Coordinated with stakeholders for product improvements.

EDUCATION & TRAINING

January 22, 2020 **Seminar on the Revised Implementing Rules and Regulations of the Government Procurement Reform Act (RA 9184)**

May 7, 2019 **Classifiers' Pool Training**

February 18, 2013 **Press Release and Technical Writing**

2006 - 2010 **Bachelor of Science in Economics**
Visayas State University