

JOANNA ANGELIE SANCHEZ

Hipusngo, Baybay City, Leyte 6521
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Career Objective

Motivated and service-oriented seeking an Administrative Aide position at Visayas State University. Offers experience as a student assistant and strong skills in office support, organization, and basic administrative tasks. Eager to contribute to the university's mission and grow professionally in a public service role.

Educational Background

Bachelor of Science in Animal Science
Visayas State University
2015-2023 Under Grad

Work Experience

Student Assistant

Visayas State University – [Department of Horticulture]
2019/2025

- Assisted faculty and staff with clerical tasks such as filing, encoding, photocopying, and preparing documents
- Maintained and organized records and documents
- Helped with basic office operations and errands
- Demonstrated punctuality, responsibility, and professionalism in a university setting

Skills

- Knowledge in filing and record-keeping
- Data entry and basic computer literacy (Microsoft Word, Excel, Google Docs)
- Ability to follow instructions and complete tasks efficiently
- Good written and verbal communication skills
- Service-oriented, reliable, and willing to learn

Character References

Zenaida Gonzaga
Professor VI
Department of Horticulture