




VANISSA V. LOTERTE-ASIS

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CAREER OBJECTIVE:

To support the Legal Affairs and Services by ensuring efficient administrative and procedural operations while upholding confidentiality and professionalism. Additionally, I strive to contribute to the success of the legal team through meticulous attention to detail, strong organizational skills, and a deep understanding of substantive and procedural laws.

EDUCATIONAL RECORD:

Elementary (1990-1996) – **Baybay South Central School**, Baybay City, Leyte

Secondary (1996-2000) – **Visca Laboratory High School**, Baybay City, Leyte

College (2000-2004) – **Bachelor of Science in Development Communication**
Leyte State University, Baybay City, Leyte

EMPLOYMENT RECORD:

October 2015 - present ATI-RTC 8, VSU, Visca, Baybay City, Leyte	Development Management Officer I
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February 2012 – October 2015 ATI-RTC 8, VSU, Visca, Baybay City, Leyte	Training Assistant
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April 1, 2007 – April 1, 2010 Philippine Mediation Office, Baybay City, Leyte	Mediation Staff Officer V
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January 5, 2006 – March 31, 2007 RTC Branch 14, Baybay City, Leyte	Clerk (Job Order)
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January 10, 2005 – December 31, 2005 Leyte Parole and Probation Office Baybay City, Leyte	Clerk (Job Order)
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TRAININGS AND SEMINAR ATTENDED:

SPSPS Law Moot and Debate Society Lecture Series
January 10, 2025 (online)

Mental Health Awareness for Law Students
September 18, 2024 (online)

Association of Law Students 3rd Visayas Regional Convention
November 3-4, 2023 (online)

Association of Law Students 1st Visayas Regional Convention
August 20-21, 2021 (online)