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MARINAY, ALFE MAE ANN, EVANGELISTA



Good team skills and interpersonal skills, good team cooperation; excellent learning ability, can quickly master new knowledge and skills; Cheerful and optimistic, with healthy mind, and love life.

Contacts



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Education

Bachelor of Science: Business
Administration Major in Human
Resource Management and
Development

Franciscan College of the
Immaculate Conception,
Baybay City Leyte,
2014-2018

Skills

Photography, Design,
Computer Literacy, Typing,
Microsoft Office, Customer
Service,

Work Experience

Visayas State University, Visca, Baybay City

Administrative Aide I/Clerk I

Oct. 2019 – Present

- Prepared monthly electric bill and water consumption of VSU Faculty & staff, Commercials
- Entertain and assist clients.
- Prepare minutes of meeting.
- Issue requisition slips.
- Prepare minutes of meeting.
- Consolidate of ISO document
- Email clients for documents they requested.
- Prepare of Purchase Request and Project Procurement Management Plan (PPMP)
- Filing of ISO documents
- Receive and release documents
- Encoding incoming and outgoing job requests
- Perform other functions as assigned by superior and other office staff.

Interest

Computer Programs, Preparing Microsoft Presentations,
Transcribing, Translating, Tutoring, Virtual Assistance