



JOAN PATONONA

ADMINISTRATIVE AIDE III (CLERK)

CONTACT

☎ 09073116158

✉ patononajohan@gmsil.com

📍 Pangasugan, Baybay City,
Leyte

EDUCATION

2014-2018

VISAYAS STATE UNIVERSITY

- Bachelor of Science in
Agriculture

2010-2014

VISAYAS STATE UNIVERSITY
LABORATORY HIGH SCHOOL

SKILLS

- Time management
- Attention to detail
- Teamwork
- Computer literacy
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Filipino
- English

PROFILE

Experienced in handling academic records, providing clerical support, and maintaining organized filing systems. Known for being detail oriented, dependable, and efficient in a fast-paced office environment. Eager to apply both technical knowledge and administrative skills to contribute effectively in any organizational setting.

WORK EXPERIENCE

VISAYAS STATE UNIVERSITY

MARCH 2022 - PRESENT

Administrative Aide III (Clerk)

- Receives, prepares and process requests for TOR (Transcript of Records), certifications, transfer credentials, CAV, certified true copy of original documents, and other academic records.
- Attends to prompt compliance of requested records and other information.
- Responds to inquiries from students, parents, and staff regarding academic records and registrar services.
- Encodes and updates student information accurately in the university's database system.
- Assists in the preparation, processing, and filing of student academic records and official documents.
- Assists in the enforcement of academic policies and regulations.

PHILIPPINE STATISTICS AUTHORITY

OCTOBER DECEMBER 2021

JANUARY -MARCH 2022

ENUMERATOR

- Conducted house-to-house interviews to gather accurate demographic, economic, and social data.
- Accurately recorded responses using designated forms or electronic data collection tools.
- Collaborated with sales teams to create effective sales collateral, presentations, and promotional materials.
- Ensured proper identification and approached respondents in a respectful and professional manner

REFERENCES

Visayas State University

Phone: +63535650600

Website: www.vsu.edu.ph