



RODALYN N. DE PAZ

ADMINISTRATIVE AIDE III

- 09504246618
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- Brgy. Malabal Calbiga, Samar

PROFILE

Cum Laude education graduate with strong organizational, interpersonal, communication, creativity, and collaboration skills. A highly motivated and dedicated individual with the ability to multitask efficiently and adapt quickly to new technology and systems. Demonstrate organizational skills, maintaining a calm and focused approach under pressure. Known for delivering efficient administrative support and fostering a positive work environment. Eager to leverage my skills in a dynamic administrative role, contributing effectively to team success and organizational goals.

EDUCATION

SAMAR STATE UNIVERSITY (MAIN CAMPUS)	August 2020 - June 2024
Bachelor of Secondary Education Major in Social Studies	Cum Laude

RELEVANT EXPERIENCE

Samar State University - Museum and Archives Student-Assistant

November 2022 - May 2023

- Assisted with various paperwork tasks, ensuring accuracy and timely completion of administrative duties.
- Contributed to a positive and organized work environment, ensuring a pleasant experience for visitors.
- Received positive feedback for efficiently completing assigned tasks.

Department of Agrarian Reform (LGU-Calbiga)

Administrative Assistant

October 2019 - November 2019

- Assisted in the preparation of reports, presentations, and other documents, supporting departmental functions and decision-making processes.
- Handle inquiries, provide information, and resolve administrative concerns.

SKILLS

- Technical Proficiencies:** MS Office Suite, Google Workspace, Project Management, Video Conferencing Tools
- Organizational Skills:** Task Prioritization, Scheduling, Time Management, Attention to Detail
- Soft Skills:** Communication, Team Collaboration, Problem-Solving, Adaptability

CERTIFICATES

- PD 907 - Honor Graduate Eligibility (HGE)**
Civil Service Commission

ACADEMIC ACHIEVEMENTS

- Cum Laude Honors:** Awarded for exceptional academic performance, reflecting discipline and commitment.