

AIRA E. PORTUGAL

Brgy. Tacuranga
Palo, Leyte, Philippines, 6501
Mobile #: 09535288468
portugalaira26@gmail.com



Professional Summary: A detail-oriented administrative professional with experience supporting the launch of academic programs and managing clerical tasks. Skilled in handling multi-line phone systems, maintaining confidentiality, and providing exceptional customer service. Proficient in record-keeping, data entry, payroll processing, and supporting HR functions. Adept at managing supplies, coordinating communication, and assisting with administrative duties to ensure efficient operations.

WORK HISTORY

December 04, 2023- March 28, 2025

ADMINISTRATIVE/ HR ASSISTANT

Palo Polytechnic College, Brgy. Libertad

Palo Leyte

- Pioneering personnel of the institution to perform clerical tasks in opening a program for Bachelor of Science in Industrial Security Management and Bachelor of Science in Nursing
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained confidentiality of sensitive information by adhering to strict privacy policies and implementing secure filing systems.
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Ensured accurate record-keeping with diligent data entry and database management for vital school information.
- Making monthly payroll for the faculty and staff.
- Process the completion of Daily Time Records of all faculty and staff.
- Purchase school supplies.
- Carries out administrative duties such as filing, encoding, copying and scanning.
- Provides administrative and HR support to ensure efficient operation of institution.
- Checking of emails, responding, editing contract, appointment and commitment letters and as instructions given by the College Administrator, Chairman/ CEO and other Admin, HR tasks.

July 01-July 31, 2023

STATISTICAL RESEARCHER

**Labor Force Survey (LFS) and Family Income
and Expenditure Survey (FIES) 1ST Visit**

Philippine Statistics Authority, Tacloban City

- Gathered of Data through interviews
- Process data and prepare reports, while also assisting in the formulation of statistical standards and ensuring data accuracy and comparability.
- Review data for completeness, accuracy, and consistency.

November 27, 2019-June ,2022

STAFF MEMBER

USWAG PALETEÑO Project (UPL)

Philippine Red Cross-Leyte Chapter,

Magsaysay, Boulevard, Tacloban City

- Kept work areas clean, organized, and safe to promote efficiency and team safety.
- Established positive relationships with customers and other Red Cross volunteers and Staff members.
- Responded sensitively and competently to service customers with diverse cultural backgrounds.
- Developed strong relationships with clients through consistent communication and attentive customer service, resulting in increased overall satisfaction.
- Conducting seminars, First Aid Training to the covered barangays, areas and municipalities.

EDUCATION

Tertiary Education

- **Bachelor of Science in Secondary Education major in Music, Arts, P.E. and Health (MAPEH)**
- **Visayas State University- Brgy. Tanghas, Tolosa, Leyte**
- **Batch 2019**
- **License Professional Teacher (LPT), December 17, 2022**
- **License no.2011270**

SKILLS

- **Ability to work under pressure**
- **Punctual Communication**
- **Detail-Oriented**
- **Active Listener**
- **Reliable**
- **Capable of working in a challenging and busy environment**

Character References:

LILIBETH G. MIRALLES

Head, Research/ Board of Trustee

Palo Polytechnic College

Mobile # 09778192550

Email Address: betlsu2004@gmail.com

PRINCESS MAY M. OLIVA

Head, Library Services

Palo Polytechnic College

Mobile #: 09637002693

Email Address: princessmaym.oliva@gmail.com

JEFFREY C. BATULA

Brgy. Secretary

Brgy. Pawing, Palo, Leyte

Mobile # 09610685146

I hereby declare that all the information provided above is accurate to the best of my knowledge.



AIRA E. PORTUGAL, LPT
Applicant

