



April Ann O. Montalban

Administrative Aide III

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0926-1255-157

EXPERIENCE

*Administrative Aide III
VSU, Baybay City, Leyte*

Performs administrative duties within the department and serve as specialist and consultant as the course in-charge.

EDUCATION

Bachelor of Science in Agribusiness 2000-2004
Visayas State University

SUMMARY

Experienced as a Barangay Secretary for 6 years and as an Administrative aide for 2 years. Proven track record in serving client especially students as specialist and consultant as a course in-charge.

SKILLS

- Proficiency in word processing & spreadsheets
- Strong organizational and time management skills
- Good in communication and interpersonal skills
- Ability to work independently & as part of a team

ACHIEVEMENTS

- Top Seller in Visayas Conference Trade Fair @ Ormoc City
- Best Business Award by BCCI?PCCI
- Best Business Plan Presentation
- Best MSME Success Story
- Featured in Coffee Tablebook Business Success Story

HOBBIES AND INTEREST

- Listening and watching inspirational talk and movies
- Marketing in our small business
- Cooking

REFERENCE

Reference available upon request

