



Barangay San Isidro,  
Baybay City, Leyte  
09265909293  
aaifladz@gmail.com

**AILYN O. FLANDEZ**

**CAREER  
OBJECTIVE**

To gain a long-term employment in a company or institution that gives a scope to further my knowledge and utilizing my skills towards mutual growth and success.

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**EXPERIENCE**

**PARISH SECRETARY- Holy Spirit Parish, Visca, Baybay City, Leyte**

October 16, 2020 - Present

Responsibilities:

- Scheduling & Recording management.
- Arrange meetings with different committees in any upcoming Parish activities.
- Manage the administrative aspects of baptisms, weddings and funerals and other pastoral services.
- Prepare and print certificates for seminars.
- Layout programs and tarps for upcoming event like fiesta, anniversary, etc.
- Support Parish Priest in various activities and working alongside other staff and volunteers.

**FREELANCER**

Data Encoder, Video and Photo Editing, Design invitations, Programs, Tarps, Logos and more.

**BRANCH ADMIN – Ph Global J&T Express, Sogod Branch,  
Sogod, Southern Leyte**

2019-2020

Responsibilities:

- Customer service
- Answers telephone calls promptly and appropriately
- Responsible in record monitoring and admin related documents
- Prepares the daily and monthly walk-in packages report and sales report and daily successful pick-up packages percentage report.

EDUCATION                      Southern Leyte State University – Sogod Campus  
Address: Sogod, Southern, Leyte  
Degree: Bachelor of Science in Information Technology  
(Programming)  
Year Graduated: 2017-2018

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CERTIFICATE                      • Civil Service Eligibility – Professional Level  
August 2023  
• On-the-Job Training (600hrs)  
Southern Leyte Electric Cooperative, Inc. (SOLECO)  
September 2017

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SKILLS                              • Computer Competent  
• Microsoft office  
• Multi-Tasking

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ADDITIONAL  
QUALITIES                      • Trustworthy  
• Able to work unsupervised and learn fast with  
creativity  
• Able to follow specific instructions  
• Friendly, independent and level headed person

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#### CHARACTER REFERENCES

REV. FR. GARY NELSON L. ESGUERRA  
Parish Priest, Holy Spirit Parish, Visca, Baybay City, Leyte  
09088128322

MS. ROBERTA C. LEMOS  
Former Chief Finance Officer, VSU, Visca, Baybay City, Leyte  
Finance Officer (Present), Holy Spirit Parish, Visca, Baybay City, Leyte  
09176573534

REV. FR. ARTHUR T. DUATE  
School Chaplain, Franciscan College of the Immaculate Conception, Baybay City, Leyte  
09175182538

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

  
Ailyn O. Flandez  
Applicant