

CAROLINE BERRI ANDUYAN
228 Tres Martires St., Baybay City, Leyte, Philippines
E-mail Add: caroline.anduyan@vsu.edu.ph
Contact No. : +639196516518 / +639267984713



Objective:

Seeking any position where related education can be utilized to contribute to the expansion of business development, productivity and career enhancement.

Work Experience:

Clerk	Visayas State University Office of the Chief Legal Officer Admin Building, Visca, Baybay City, Leyte February 3, 2020 up to the present
Legal Secretary	Paras & Timbol Law Office 2 nd Floor GRBank Bldg., Friendship Highway Brgy. Anunas, Angeles City, Philippines March 15, 2012 - December 15, 2019

Duties and Responsibilities:

*Typing/Steno dictation	*Lawyer's trial records
*Lawyer's appointments/hearings	*Lawyer's notarials
*Handles clients' files	*Lawyer's pending work to do
*Prepare monthly schedule of cases	
*Lawyer's out-going mails/pleadings	
*Lawyer's incoming/outgoing emails	
*Other related office work as delegated	

Legal Secretary/ Receptionist	Panlilio Paras Timbol & Panlilio Law Office Diamond Subd., Balibago, Angeles City September 1, 2008 - December 15, 2010
On-the-job-training (Accounting Clerk/ Receptionist)	Sydney Hotel 1934 Sampaguita St. Clarkview, Angeles City December 24, 2007- January 26, 2008

Educational Background:

2006-2008 Associate in Office Administration

Holy Angel University
Sto. Rosario St., Angeles City

2005-2006 Undergraduate in BS Information Technology
Holy Angel University
Sto. Rosario St., Angeles City

2001-2005 BSBA Major in Finance and Management Accounting
Holy Angel University
Sto. Rosario St., Angeles City

Organization:

Member Junior Philippine Institute of Accountants (JPPIA)

Member Philippines Association of Student in Office
Administration (PASOA)

Seminars:

February 11, 2005 Professional Development Workshop "Resume
Tutorial"
Ms. Iris Ann G. Castro (Coordinator)

August 13, 2004 Self-Concept Enhancement
Mrs. Amelia Z. Macapagal, Head, College Guidance

Skills:

Computer Literate: MS Word, MS Excel, MS PowerPoint, Keyboarding
and Stenography

Affiliation:

1st Place in Stenography Contest September 14, 2007

1st Place in Keyboarding Contest September 14, 2007

Personal Background:

Age: 38 Height: 5'1
Religion: Roman Catholic Weight: 73 kgs.

Character References:

Atty. Jerome T. Paras
Paras & Timbol Law Office
Law Office (09172549001)
2nd Floor GRBank Bldg.,
Friendship Highway, Brgy. Anunas
Angeles City (045-624-0232)
loc.212)

Mrs. Carolina Manalang
HAU BA-Instructor/Court Interpreter
Sto. Rosario St., Angeles City
Regional Trial Court Branch 58
Angeles City
(09189337387/045-322-2025)