

BEAUTY D. VERANO

Tabgas, Albueria, Leyte, Philippines 6542

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CAREER OBJECTIVE

Dedicated and detail-oriented licensed professional teacher seeking to be employed as Administrative Aide VI. Eager to display strong organizational, analytical, and communication skills developed through training experiences. Committed to contributing to the efficiency and success of the institution by providing reliable administrative support and accurate record-keeping.

EDUCATIONAL BACKGROUND

Tertiary Education	:	Bachelor of Secondary Education Major in Science Visayas State University – Main Campus S.Y. 2019-2023 (<i>College Honors</i>)
Senior High School	:	Humanities and Social Sciences (<i>HUMSS</i>) Ormoc City Senior High School S.Y. 2018-2019
Junior High School	:	Cookery Dr. Geronimo B. Zaldivar Memorial School of Fisheries S.Y. 2013-2017
Primary School	:	Tabgas Elementary School S.Y. 2007-2013

SKILLS AND ATTITUDE

- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint)
 - Strong organizational and time management skills
 - Accurate data entry and attention to detail
 - Effective verbal and written communication skills
 - Ability to manage multiple tasks and prioritize workload
 - Problem-solving and analytical thinking abilities
 - Dependable and punctual
 - Ethical and responsible handling of sensitive information
 - Customer service-focused with a friendly and helpful attitude
 - Committed to continuous learning and professional development
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SEMINARS/TRAINING AND WORKSHOP ATTENDED

- “Computer Skills Development Training: Improving Classroom Learning Thru ICT”
Online, Self-paced, Video-On-Demand
June 1-10, 2024