



PRECILA D. CONTERO-BELMONTE



Brgy. Kilim, Baybay City, Leyte,
Philippines 6521



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ABOUT ME

Detail-oriented and highly organized Administrative Officer with five years of experience in office management, administrative support, and operations coordination. Skilled in streamlining office procedures, managing records, and ensuring efficient workflow. Adept at handling correspondence, scheduling, budgeting, and liaising with internal and external stakeholders. Strong problem-solving abilities, excellent communication skills, and proficiency in MS Word, Excel, Photoshop, Publisher & Powerpoint.

SKILLS

- Administrative & Organizational Skills
- Good Communication Skills
- Good in Technical & Computer Skills
- Financial & Budgeting Skills
- Good in Problem-Solving & Decision-Making
- Good Technical (Microsoft Office & graphic designing)
- Time Management & Multitasking
- Knowledgeable in Laboratory Safety
- Sample Preparations
- Skilled in Data Handling
- Lab Equipment Operation

CHARACTER REFERENCES

Marlon M. Tambis
Director, PhilRootcrops
+639397209796

Lisa I. Arce
Asst. Director, PhilRootcrops
+639983386574

Erlinda A. Vasquez
Professor, VSU
+639177034791

EDUCATION HISTORY

Bachelor of Science in Biotechnology, 2017
Visayas State University
Baybay City, Leyte

Thesis Study: Free radical scavenging activity of taro (*Colocasia esculenta* (L.) Schott) varieties with varying flesh color

Mahaplag National High School - Upper Campus, 2007
Brgy. Upper, Mahaplag, Leyte
With Honor

Mahaplag Central School
Pob. Mahaplag, Leyte, 2003
With Honor

WORK EXPERIENCE

Admin. Asst. (Temp. AO) 01/01/2021– Present
PhilRootcrops – VSU, Baybay City, Leyte

- Managed office calendar and scheduling, ensuring efficient use of resources and time.
- Organized a filing system for important and confidential center documents
- Arranged/booked meeting rooms, official travels and accommodation of official visitors of the Center
- Prepared reports on expenses and office budgets
- Answered queries by center staff and clients
- Prepared reports and presentation as assigned
- Managed supplies, stocks and places orders

Research Assistant – 06/16/2017-12/31/2020
PhilRootcrops – VSU, Baybay City, Leyte

- Assisted in the selection of cassava planting material for pre-treatment
- Assisted in the procurement of cassava planting materials at different suppliers
- Extracted and chemically analysed the hydroxy coumarins in fresh and stored cassava
- Extracted and chromatographed phenolics and flavonoids in different cassava varieties after harvest
- Prepared materials for the implementation of the project
- Screened 48 NSIC varieties and farmers' selected varieties to red spider mite resistance
- Assisted in the collection of data and preparation of materials for the ongoing project
- Conducted yield loss in cassava infected with red spider mite
- Conducted laboratory analysis

Sales Lady 06-02-2013-03/13/2014

Asia Consumer Value Trdg. Inc. – Baybay City, Leyte

- Utilized strong customer service skills to serve customers in a polite and professional manner
- Assisted customers in locating products and answering questions regarding product features and pricing
- Maintained a clean and organized work to ensure customer

Photoshop Editor, 11/15/2011-1/16/2013

Fujifilm Color Photo Plaza – Baybay City, Leyte

- Developed creative strategies to enhance the visual appeal of images for a variety of clients
- Utilized professional photo editing software such as Lightroom and Photoshop
- Assisted photographers in post-production image retouching, color correction, and manipulation

PUBLICATIONS

Contero, P.D., Ferraren, D.O., and Vasquez, E.A. 2017. Free radical scavenging activity of taro (*Colocasia esculenta* (L.) Schott) varieties with varying flesh color. *Annals of Tropical Research*, May 05, 2020

SEMINARS/TRAININGS/WORKSHOPS ATTENDED

Certificate of Appreciation

Workshop on the Guidelines for the Development of Special Purpose Varieties
PhilRootcrops Training Hall –VSU, Baybay City, Leyte
March 20, 2025

Certificate of Participation

Seminar Workshop on Basic Records and Archives Management (BRAM)
VSU, Convention Center–VSU, Baybay City, Leyte
July 30-31, 2024

Certificate of Participation

Orientation of Guidelines and Procedures on Processes/Administrative Services Office
CCE Building–VSU, Baybay City, Leyte
February 23, 2024

Certificate of Participation

Lab Safety and Equipment Care Workshop-Seminar
CCE Building
PhilRootcrops Training Hall –VSU, Baybay City, Leyte
January 23, 2024

Certificate of Appreciation

HRIS Software Onboarding
Visayas State University, Baybay City, Leyte

Certificate of Participation

Unlocking Excellence: Tge 5s Revolution for Clerks and Heads at VSU
Visayas State University, Baybay City, Leyte
November 29, 2023

Certificate of Appreciation

National Cooperative Testing Planning Workshop
NSIC Bldg Conference Hall–BPI, Malate, Manila
November 15-17, 2023

Certificate of Participation

Climate Change Expenditure Tagging Training
RCCRDC–VSU, Baybay City, Leyte
October 23, 2023

Certificate of Participation

GPPB Basic Course Training on the RA 9184 & its Revised Implementing Rules and Regulations Act of 2016 for VSU
PhilRootcrops Training Hall –VSU, Baybay City, Leyte
August 22-24, 2023

Certificate of Participation

Layo na, pero layo pa: Conversation on Creating a Gender-Equal and Socially Inclusive University
RCCRDC–VSU, Baybay City, Leyte
March 8, 2023

Certificate of Attendance

ISO 9001:2015 Awareness/Reawareness Seminar
RDE Hall–VSU, Baybay City, Leyte
August 30 & 31, 2022

Certificate of Attendance

Hands-Only Cardiopulmonary Resuscitation
Visayas State University, Baybay City, Leyte
July 21-22, 2022

Certificate of Appreciation

Take Me A Picture: A training on Photography and Photo Documentation
NSIC Bldg Conference Hall–BPI, Malate, Manila
November 24, 2021

Certificate of Appreciation

Seminar Workshop on Hydrocyanic Acid in Cassava and its Analysis
PhilRootcrops Training Hall –VSU, Baybay City, Leyte
June 3-6, 2019

Certificate of Appreciation

Training on Arthropod Pests and Diseases of Cassava: Identification and Control
Balai Constancia, Carigara, Leyte
March 27, 2019

Certificate of Appreciation

Training on Rootcrop production, Feed Processing and Livestock Integration
PhilRootcrops Training Hall –VSU, Baybay City, Leyte
November 13-15, 2017