

LIZA VELASCO

Apt.#46 Kilbourne Drive, Brgy. Pangasugan
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OBJECTIVE:

Seeking for the position as Education Research Assistant in an organization that will give me an opportunity to bring advanced knowledge and skills that will enhance sharp time management, organizational, and assistance role in administrative service management and as well as documents and records management.

Personal Data:

Full Name: **LIZA ALBISA VELASCO**
Cellphone #: 0946-5999-140
Emergency Contact Number: 09639607505
Email address: lizavelasco31@gmail.com
Nationality: Filipino
Date of Birth: October 29, 1983

Experience:

March 02, 2020 – March 31, 2021

Science Research Assistant, Environmental Leadership and Training Initiative

- Make monthly financial reports, manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances.
- Assist the Project Leader to facilitate collaboration between ELTI and VSU on developing the permanent training site for future training events.
- Develop written materials that will be used as reference materials during the training events, e.g. background information on the different rainforestation sites; tree labels phenology charts and seedlings atlas for the selected sites.
- Help establish new rainforestation sites in Leyte or other areas when needed.
- Perform other project-related tasks that may be assigned by the project/study leader.

October 01, 2019- December 15, 2019

Research Assistant, Visayas State University

- Takes charge in data collection and management.
- Assists the area leader in statistical analysis and report writing.
- Performs administrative works related to the project; and
- Performs other related tasks assigned by the area leader and supervisor.

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Education

June 2019

Bachelor of Secondary Education, Visayas State University

Skills

Oriented in Microsoft Office Application
such as:

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power point

References:

Dr. Lijueraj J. Cuadra

Associate Professor V, Department of AgEd and Extension-VSU

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Dr. Christy M. Desades Ph.D

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Eliza D. Espinosa

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