



PERSONAL DATA

AGE: 24
SEX: MALE
CIVIL STATUS: SINGLE
DATE OF BIRTH: AUGUST 07, 2000
CITIZENSHIP: FILIPINO
RELIGION: ROMAN CATHOLIC
HEIGHT: 165cm

JERWIN R. ANINAO

ADMINISTRATIVE AIDE III

PROFESSIONAL PROFILE

A dedicated and detail-oriented Admin Aide III with valuable experience in student account services, assessment coordination, and In-bank transactions. Committed to ensuring efficient processing of student assessments, accurate financial records, and excellent service in the accounting office. Proficient in billing, payment processing and administrative support, assisting the seamless operation of financial transaction for all the VSU students. Strong organizational skills, professionalism, and a commitment to providing exceptional service.

Eager to contribute my skills, hard work and dedication to a regular position, where I can support the Institution's goals while continuing to grow professionally.

CONTACT

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09934279065

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Jerwin Rayga Aninao

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EDUCATION

- **ELEMENTARY:**
BADIANG ELEMENTARY SCHOOL JARO, LEYTE S.Y (2006-2012)
- **SECONDARY:**
NOTRE DAME OF JARO INCORPORATED JARO, LEYTE S.Y. (2012-2018)
- **TERTIARY:**
PALOMPON INSTITUTE OF TECHNOLOGY PALOMPON LEYTE S.Y. (2018-2023) *BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT*
- **GRADUATE STUDIES:**
COLLEGE OF MAASIN (CURRENT)
MASTERS IN PUBLIC ADMINISTRATION

WORK EXPERIENCE

- FORMER ADMIN STAFF @GOG 51 TALK PALO, LEYTE 2022-2023
- FORMER BARISTA @RICHCHAD COFFEE TACLOBAN CITY, LEYTE 2023-2024
- ADMIN AIDE III @VISAYAS STAE UNIVERSITY BAYBAY CITY, LEYTE 2024-PRESENT

SKILLS

- COMPUTER LITERATE
- CAN MULTI-TASK EFFECIENTLY
- CREATIVE
- DRIVING
- RELIABLE
- FAST LEARNER