

# ELVIE D. BALBARINO

Brgy. Sabang Baybay City Leyte

Contact No. 09199318133

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## Objectives

- Can understand with ease virtually everything heard or read.
- Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.
- Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

## Technical and Personal Skills

- Proficient in Microsoft office Programs
- Good in communication skills
- Hard working, fast learner and can work with other people.

## Work Experience

<b>Office Staff/Secretary</b>	Zone 23 Baybay City Leyte	April 01, 2021- Present
<b>Private Tutor</b>	Sabang and Palhi Baybay City, Leyte	June 2020-October 2020
<b>Secretary/Assistant</b>	A. Bonifacio Street Baybay City, Leyte	March 2019-February 2020
<b>Part Time Teacher</b>	Visayas State University Visca, Baybay City Leyte	August 2018-December 2018
<b>Transcriber</b>	Department of Liberal Arts and Behavioral Sciences Visca, Baybay City Leyte	June 2018- July 2018

## Educational Background

- **Tertiary Education:** VISAYAS STATE UNIVERSITY  
Course : Bachelor of Arts in English Language  
Address: Visca, Baybay, City, Leyte

Degree Program: Bachelor of Arts in English Language  
Thesis Title: Effects of Reading Habits on Academic Performance  
Among Grade 12 Students at Pomponan National High  
school  
Year Graduated: 2018

**Personal Information:**

Nickname: Beng  
Age: 23  
Birth Date: March 08, 1997  
Height: 4'9  
Weight: 43  
Citizenship: Filipino  
Marital Status: Single  
Language Speak: Filipino and English  
Hobbies: Reading Wattpad, Novels and Poetry, Updating  
Social Media, and Writing Poetry.

**Character References**

**Daniella Ericka Marie Templado**  
English Teacher  
Ipil, Ormoc City  
09263688653

**Gilbert Lomocso**  
ALS Teacher  
Pomponan, Baybay City Leyte  
09168683225

**ELVIE D. BALBARINO**

Applicant