

MARINAY, ALFE MAE ANN, EVANGELISTA



Good team skills and interpersonal skills, good team cooperation; excellent learning ability, can quickly master new knowledge and skills; Cheerful and optimistic, with healthy mind, and love life.

Contacts



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Education

Bachelor of Science: Business
Administration Major in Human
Resource Management and
Development

Franciscan College of the
Immaculate Conception,
Baybay City Leyte,
2014-2018

Skills

Photography, Computer
Literacy, Number Typing,
Microsoft Office, Customer
Service,

Work Experience

Visayas State University, Visca, Baybay City

Clerk/dDRC (2019-Present)

Oct. 2019 – Present

- Prepared monthly electric bill and water consumption of VSU Faculty & staff, Commercials
- Filing of ISO documents
- Receive and release documents
- Encoding incoming and outgoing job requests
- Perform other functions as assigned by superior and other office staff.

LGU Baybay, City Accounting Office

Accounting Staff (2018-2019)

- Responsible for encoding, segregating and filing monthly vouchers, also, segregating and filing payrolls of JO and regular LGU staff. Storing and filing of Representation Allowance and Transportation Allowance (RATA).

Interest

Computer Programs, Preparing Microsoft Presentations, Dance, Arts and Crafts, Sports (Chess and Basketball)