






CLARENCE D. ERALINO

Contact

 A. Bonifacio St. Baybay City, Leyte

 +63 9856207604

 <https://www.facebook.com/clarence.eralino.7>

 eralinoclarence@gmail.com

Skills and Competencies

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Skilled in Google Workspace (Docs, Sheets, Calendar).
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Familiar with office procedures and filing systems.

Character References

Ms. Cheena Miole Minoza

Marketing Manager - Anita's Home Bakeshop Inc
Email: marketingmanager@anitasbakeshop.com
0919 083 0038

Engr. Norman Zurita
Head of Operations in PPA

Objective

Motivated and organized professional with excellent administrative and clerical skills, seeking an Administrative Aide position at Visayas State University. Dedicated to contributing to institutional efficiency and delivering quality service.

Education

Bachelor of Science in Agribusiness

2020 - 2024

Visayas State University

Baybay City Senior High School

2018 - 2020

Baybay National High School

2014-2018

Baybay I Central School

2008-2014

Experience

Student Assistant, Registrars Office, VSU (Part-Time)

- Assisting with filing, data entry, and managing student records.
- Interacting with students, faculty, and staff, answering inquiries, and providing assistance regarding registration, transcripts, and other academic records.

Anita's Home Bakeshop Inc., No. 2

Fulton St. Lahug, Cebu City

February 2024 - April 2024

Internship/OJT in Marketing Office

- Assisting in the planning and execution of marketing events such as product launches, tasting events, and community outreach programs.

Admin Staff, Philippine Port Authority

LGU BAYBAY

PRESENT

- Provides essential administrative support to ensure smooth port operations, handling documentation, coordination, and office management tasks.