

**AIRA E. PORTUGAL**

Brgy. Tacuranga  
Palo,Leyte, Philippines, 6501  
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**Professional Summary:** A detail-oriented administrative professional with experience supporting the launch of academic programs and managing clerical tasks. Skilled in handling multi-line phone systems, maintaining confidentiality, and providing exceptional customer service. Proficient in record-keeping, data entry, and supporting HR functions. Adept at managing supplies, coordinating communication, and assisting with administrative duties to ensure efficient operations.

**WORK HISTORY**

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**December 04, 2023- March 15, 2025**

**ADMINISTRATIVE/ HR ASSISTANT**

**Palo Polytechnic College, Brgy. Libertad  
Palo Leyte**

- Pioneering personnel of the institution to perform clerical tasks in opening a program for Bachelor of Science in Industrial Security Management and Bachelor of Science in Nursing
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Maintained confidentiality of sensitive information by adhering to strict privacy policies and implementing secure filing systems.
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Ensured accurate record-keeping with diligent data entry and database management for vital school information.
- Making monthly payroll for the faculty and staff.
- Process the completion of Daily Time Records of all faculty and staff.
- Purchase school supplies.
- Carries out administrative duties such as filing, encoding, copying and scanning.
- Provides administrative and HR support to ensure efficient operation of the institution.
- Checking of emails, responding, editing contract, appointment and commitment letters and as instructions given by the College Administrator, Chairman/ CEO and other Admin , HR tasks.

**July 01-July 31, 2023**

**STATISTICAL RESEARCHER**

**Labor Force Survey (LFS) and Family Income  
and Expenditure Survey (FIES) 1<sup>ST</sup> Visit  
Philippine Statistics Authority, Tacloban City**

- Gathered of Data through interviews
- Process data and prepare reports, while also assisting in the formulation of statistical standards and ensuring data accuracy and comparability.
- Review data for completeness, accuracy, and consistency.

**November 27, 2019-June ,2022**

**STAFF MEMBER**

**USWAG PA LETEñO Project (UPL)**

**Philippine Red Cross-Leyte Chapter,  
Magsaysay, Boulevard, Tacloban City**

- Keep work areas clean, organized, and safe to promote efficiency and team safety.
- Established positive relationships with customers and other Red Cross volunteers and Staff members.
- Respondedsensetively and competently to service customers with diverse cultural backgrounds.
- Developed strong relationships with clients through consistent communication and attentive customer service, resulting in increased overall satisfaction.
- Conducting seminars, First Aid Training to the covered barangays,areas and municipalities.

**EDUCATION**

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**Tertiary Education**

- **Bachelor of Science in Secondary Education major in Music, Arts, P.E. and Health (MAPEH)**
- **Visayas State University- Brgy. Tanghas, Tolosa, Leyte**
- **Batch 2019**
- **License Professional Teacher (LPT), December 17 2022**
- **License no.2011270**

**SKILLS**

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- **Ability to work under pressure**
- **Punctual.Communication**
- **Detail-Oriented**
- **Active Listener**
- **Reliable**
- **Capable of working in a challenging and busy envinronment**

**Character References:**

**LILIBETH G. MIRALLES**

Head, Research/ Board of Trustee

Palo Polytechnic College

Mobile # 09778192550

Email Address: [betlsu2004@gmail.com](mailto:betlsu2004@gmail.com)

**PRINCESS MAY M. OLIVA**

Head, Library Services

Palo Polytechnic College

Mobile #: 09637002693

Email Address: [princessmaym.oliva@gmail.com](mailto:princessmaym.oliva@gmail.com)

**JEFFREY C. BATULA**

Brgy. Secretary

Brgy. Pawing, Palo, Leyte

Mobile # 09610685146

I hereby declare that all the information provided above is accurate to the best of my knowledge.

**AIRA E. PORTUGAL, LPT**  
Applicant

