

## ANTONETTE SEVILLA CRUZ

309 Velarde St. Tinag-an, Albura, Leyte 6542  
+639518000520 (TNT) / +639159522239 (Globe)  
cantonette27@yahoo.com / antonette.cruz@vsu.edu.ph



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### OBJECTIVE

- To be hired as Records Officer I for the Records and Archives Office

### EDUCATIONAL BACKGROUND

#### Graduate Study

**Visayas State University** **2018**  
Masters in Management major in Business Management

#### Tertiary

**STI College** **2010**  
Bachelor of Science in Computer Engineering

#### Secondary

**Visayas State University Laboratory High School** **2005**

#### Elementary

**Tinag-an Elementary School** **2001**

### SKILLS

- Excellent in Microsoft Office (Word, PowerPoint, Excel) Application
- Excellent in Application Software Installation
- Excellent in recordkeeping
- Average in PC Troubleshooting
- Average in Adobe Photoshop Application

### CAREER SERVICE ELIGIBILITY

- Passed the Career Service Professional Eligibility with a rating of 81.59%

### RELATED TRAININGS AND SEMINARS

**Program Accreditation** **January 12, 2024**  
Visayas State University, Visca, Baybay City, Leyte

**HRIS Software Onboarding** **December 6, 2023**  
Visayas State University, Visca, Baybay City, Leyte

**The 5S Revolution for Clerks and Heads at VSU** **November 29, 2023**  
Visayas State University, Visca, Baybay City, Leyte

**ISO 9001:2015 Awareness/ Re-awareness Seminar** **August 29, 2023**  
Visayas State University, Visca, Baybay City, Leyte

**DME Curriculum Review** **August 1-2, 2023**  
Visayas State University, Visca, Baybay City, Leyte

**Personality Development and Developing Customer Satisfaction** **June 13-16, 2023**  
Personnel Officers Association of the Philippines, Puerto Princesa City, Palawan

**Mandatory Orientation and Re-orientation of Academic Advisers, and Department Enrollment Focal Persons** February 10, 2023  
Visayas State University, Visca, Baybay City, Leyte

**Orientation/Re-orientation of Duties and Responsibilities of DDRCs and AdDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines** September 7, 2022  
Visayas State University, Visca, Baybay City, Leyte

**Reorientation of Employees' Duties and Responsibilities and Good Customer Service** September 23, 2021  
Visayas State University, Visca, Baybay City, Leyte

**Control your records before they control you:  
The Basics of Records Management and Records Control** January 27, 2021  
Department of Science and Technology - Science and Technology Information Institute

## **WORK EXPERIENCE**

**Administrative Aide VI** August 2, 2021 to present  
Department of Mechanical Engineering  
VSU, Visca, Baybay City, Leyte

**Administrative Aide IV** February 18, 2019 to August 1, 2021  
Department of Mechanical Engineering  
VSU, Visca, Baybay City, Leyte

**Administrative Aide III** November 2, 2016 to February 17, 2019  
Department of Mechanical Engineering  
VSU, Visca, Baybay City, Leyte

**Clerk (Job Order)** February 3, 2014 to November 1, 2016  
Department of Mechanical Engineering  
VSU, Visca, Baybay City, Leyte

**Customer Service Representative** May 10, 2013 to November 8, 2013  
Experts Global Solutions Company  
Palo, Leyte

**Clerk (Job Order)** April 23, 2012 to February 28, 2013  
VSU Bakery  
VSU, Visca, Baybay City, Leyte

## **CHARACTER REFERENCE**

**Engr. Ronard G. Paña** +639461949981  
Head, Department of Mechanical Engineering  
Visayas State University, Baybay City, Leyte

**Dr. Jannet C. Bencure** +639478909056  
Dean, College of Engineering and Technology  
Visayas State University, Baybay City, Leyte