

MA. THRECIA MAE PARUNGAO AVILA
Sitio Kapinyahan, Brgy. Makinhas, Baybay City, Leyte
09109135247
mae.avila@vsu.edu.ph



OBJECTIVE

To be able to provide service to your institution according to my duty and my sworn commitments for the purpose of developing my skills through experience.

EDUCATIONAL ATTAINMENT

Visayas State University
VisCa, Baybay City, Leyte
Bachelor in Secondary Education
Major in Filipino
June 2017

WORK EXPERIENCE

- Office Staff (Part-time) at Tiu Latonio & Associates Law Office, 2F Arcada 5 Building, Highway Tipolo, Mandaue City, Cebu 6014 within 5 months on October 20, 2017 until March 19, 2018.
- Admin. Aide III (J.O.) at Department of Statistics, Visayas State University, Visca, Baybay City, Leyte 6521 on October 14, 2019 until December 6, 2019.
- Admin. Aide III (J.O.) at Office of the President, Visayas State University, Visca, Baybay City, Leyte 6521 on January 14, 2020-Present.

SPECIAL SKILLS

- Interpersonal skills that enable to work with people at all levels.
- Proficient and literate in computer software and application.
- Persistent, flexible, and hardworking.
- Kinesthetically active.

PERSONAL INFORMATION

Birthday : March 1, 1997
Birthplace : Brgy. Makinhas, Baybay City, Leyte
Age : 25
Sex : Female
Height : 1.55 m.
Weight : 49 kg.
Religion : Roman Catholic
Nationality : Filipino
Civil Status : Single
Mother's name : Patricia Parungao Avila
Occupation : Babysitter
Father's name : Elmer Diaz Avila
Occupation : Driver
Language/Dialect : Cebuano/Bisaya

REFERENCES

ATTY. EMERY JOY T. SANCHEZ, CPA
Tiu Latonio & Associates Law Office
09173223768

DR. ALLEN GLENNIE P. LAMBERT
Office of the President
09190755570