

ELVIE D. BALBARINO

Brgy. Sabang Baybay City Leyte

Contact No. 09218521668

Email: elviebalbarino2718@gmail.com



Objectives

- Can understand with ease virtually everything heard or read.
- Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.
- Can express him/herself spontaneously, very fluently, and precisely, differentiating finer shades of meaning even in more complex situations.

Technical and Personal Skills

- Proficient in Microsoft Office programs
- Good communication skills
- Hard-working, fast learner, and can work with other people.

Languages

- English
- Filipino
- Cebuano/Bisaya

Certifications:

Basic Operations of Microsoft Office 2016 (Word, Excel, PowerPoint)

Work Experience

Computer Operator II	Visayas State University	Oct. 17, 2023- Present
DEMO I	Visayas State University	Sept. 01, 2023-Oct.16, 2023
Admin Aide III	Visayas State University	Nov. 22, 2022- Aug. 31, 2023
Liaison Officer	A. Bonifacio Street Baybay City, Leyte	March – November 20, 2022
Private Tutor	Sabang and Palhi Baybay City, Leyte	July 2021-October 2021
Part Time Teacher	Visayas State University Visca, Baybay City Leyte	August 2018-Dec. 2018
Transcriber	Department of Liberal Arts and Behavioral Sciences Visca, Baybay City Leyte	June 2018- July 2018

Education

VISAYAS STATE UNIVERSITY- Bachelor of Arts in English Language