

# ME-AN D. VILLAS

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Tel/Cell: 0956 236 9231  
Date of Birth : 05 May 1990  
Nationality : Filipino  
Gender : Female



## Resume Summary

Current Position : Administrative Assistant II- Online Programs Office  
Current Specialization : Office / Rank & File/ Moodle Administrator  
Highest Education : Master in Management(On going)  
Bachelor's/College Degree in Computer Science

## Employment History

*March 1,2017 -Present*

### 1. Visayas State University – Admin Assistant II (Permanent)

Position Title (Level) : Admin Assistant  
Specialization : Rank & File/ IT  
Industry : SUC / Government  
Work Description :

Facilitate and Process MAGDEV students admission and Registration. Developed the LMS based on Moodle for VSU OU.

*June 16, 2015 –February 28,2017*

### 2. Visayas State University / Phil-Lidar Project

Position Title (Level) : Project Development Assistant – Phil-Lidar Project  
Specialization : IT/Computer - Network/System/Database Admin  
Industry : Project Based / SUC/ Government  
Work Description:

Report directly to the Project Development Officer, CSRS, Senior SRS. Project Leader and/or Program leader with regard to the policies and administration of the project. Get familiarized with the process workflows and procedures on procurement of office supplies, equipment and other tasks necessary for effective office administration, familiarized with the schedules, timelines and targets of the project. Assist the Project Development Officer in office administration to ensure speedy processing of papers, Vouchers, and other paper works.

*Sept 23, 2014 – June 15, 2015*

### 3. Visayas State University – Admin Assistant (Job Order)

Position Title (Level) : Admin Assistant  
Specialization : Rank & File  
Industry : SUC / Government

Work Description :

Facilitate and Process Job Order Employees Payroll, Remittance and other work assigned by VSU Accounting Office.

*July 2011 - October 2011*

**4. Innodata Knowledge Services Inc.**

Position Title (Level) : Production Associate (Fresh Grad / < 1 Year Experienced Employee)

Specialization : IT/Computer - Software

Role : Production Associate

Industry : Computer / Information Technology (Software)

Work Description :



Performs conversion of data from Hardbound Books to Electronic Data for Apple E-pub Bookstore

**Educational Background & Training:**

**Bachelor's/College Degree of Computer Science/Information Technology**

Institute/University : Visayas State University (Main Campus, Baybay Leyte), Philippines

Graduation Date : April 11, 2011

**References:**

**Deejay M. Lumanao**

Head, OPO

Visayas State University

**Winston M. Tabada**

Head, Department of Computer Science & Technology

Visayas State University

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