



ANNA PATRICE BORNEO

About Me

Efficient, result-oriented, and extremely motivated to develop my skills and grow professionally. Has a cheerful personality and is easy to work with. Always open to new learning opportunities. I am confident in my ability to follow instructions and to produce quality work output.



+63 930 949 1145



Plaza Don Q. Alkuino, Poblacion Zone 11,
Baybay City, Leyte, 6521 Philippines



annpatriceborneo@gmail.com

EDUCATION

Leyte State University 2003

Bachelor of Science in
Development Communication

Visca Laboratory High School 1999

SKILLS

Writing
Research
Proofreading
Records management and filing

Marketing & Sales - 7/10
Graphics/Video Editing - 7/10

HOBBIES

Sketching / Yarn Crafts & Sewing / Cooking /
Interior Decorating / Graphics Design / Hiking

WORK EXPERIENCE

Administrative Aide, August 2016 - Present

City Government of Baybay

- In charge of Medicine Scholarship
- Transcribe meeting recordings
- Write minutes of meetings and committee reports
- Write letters and messages of City Officials

Part-time Instructor, June 2015 - March 2016

Visayas State University

- Teach English, Literature, and Philippine History to College students
- Prepare lesson presentations and visual aids
- Conduct class examinations
- Compute mid-term and final grades of students

Research Assistant, January 2010 - January 2012

USAID Funded Project through the Foundation for the Philippine Environment

- Coordinate and facilitate on-site training on rainforestation
- Document on-site training
- Write training reports
- Write project financial reports
- Communicate with project managers via email and phone