

ANTONETTE SEVILLA CRUZ

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OBJECTIVE

- To be hired as Supply Officer I for the Supply and Property 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

**Training on Identification of Proper and Complete Items
Technical Specification and Parameters, and Orientation of
the Purchase Request Module of the SPPMIS** **August 28, 2020**
Visayas State University, Visca, Baybay City, Leyte

Procurement Planning Workshop **September 15, 2016**
Visayas State University, Visca, Baybay City, Leyte

Procurement Act Orientation **September 9, 2016**
Visayas State University, Visca, Baybay City, Leyte

**Regional Seminar-Workshop on Basic Records and
Archives Management** **February 20-22, 2024**
National Archives of the Philippines, Clark Freeport, Pampanga

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

**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