

ELVIE D. BALBARINO

Brgy. Sapa Baybay City Leyte

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OBJECTIVE

Highly motivated and detail-oriented individual with strong communication and technical skills. Demonstrates the ability to comprehend complex information, summarize effectively, and express ideas with fluency and precision. Seeks a position where skills and experience can contribute to organizational success and personal growth.

TECHNICAL AND PERSONAL SKILLS

- Proficient in Microsoft Office programs (Word, Excel, PowerPoint)
- Excellent communication and interpersonal skills
- Fast learner, hardworking, and a team player
- Strong analytical and comprehension skills

LANGUAGES

- English
- Filipino
- Cebuano/Bisaya

CERTIFICATIONS


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

WORK EXPERIENCE

Computer Operator II

Visayas State University

Visca, Baybay City, Leyte

 October 17, 2023 – Present

DEMO I

Visayas State University

Visca, Baybay City, Leyte

📅 September 1, 2023 – October 16, 2023

Admin Aide III

Visayas State University

Visca, Baybay City, Leyte

📅 November 22, 2022 – August 31, 2023

Private Tutor

📅 July 2021 – October 2022

Liaison Officer

📅 April 2019 – June 2021

Part-Time Teacher

📅 August 2018 – December 2018

Transcriber

📅 June 2018 – July 2018

EDUCATIONAL BACKGROUND**Bachelor of Arts in English Language**

Visayas State University

Department of Liberal Arts and Behavioral Sciences

Visca, Baybay City, Leyte

Master of Arts in Education major in English

Franciscan College of Immaculate Conception

Baybay City, Leye