

# ANTONETTE SEVILLA CRUZ

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## OBJECTIVE

- To be hired as Administrative Assistant II 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

- Average in Microsoft Office (Word, PowerPoint, Excel) Application
- Average in Application Software Installation
- Average in record keeping
- 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

**Regional Seminar-Workshop on Basic Records and Archives Management** **February 20-22, 2024**

National Archives of the Philippines, Clark Freeport, Pampanga

**Program Accreditation** **January 12, 2024**

Visayas State University, Visca, Baybay City, Leyte

**HRIS Software Onboarding** **December 6, 2023**

Visayas State University, Visca, Baybay City, Leyte

**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

**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

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

**Procurement Planning Workshop** September 16, 2016  
Visayas State University, Visca, Baybay City, Leyte

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

## **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. Vic Angelo L. Impas** vicangelo.impas@vsu.edu.ph  
Head, Department of Mechanical Engineering  
Visayas State University, Baybay City, Leyte

**Dr. Jannet C. Bencure** jannet.bencure@vsu.edu.ph  
Dean, College of Engineering and Technology  
Visayas State University, Baybay City, Leyte