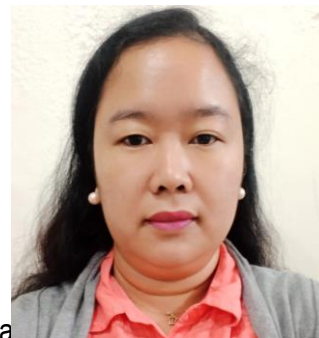


ARIZZA JOY TAN-EVARDONE

e-mail: arizza.evardone@gmail.com

mobile: 09062396783



Summary of Qualifications:

- A self-motivated, research-oriented, and organized worker skilled in orchestrating and achieving project goals.
- A dedicated team player, strong planner and capable of handling multiple priorities and meet tight deadlines without compromising quality.
- Highly organized, and versatile in office management skills and proficient in Microsoft Office programs.
- Adept to writing letters and other correspondence as needed.
- Willing to learn the know-hows and adapt to different working environments.
- Professional Civil Service Eligible with a score of 83.78%.

PERSONAL DATA:

Birthdate : March 21, 1981

Birthplace : Manila

Age : 39

Civil Status : Married

Citizenship : Filipino

Spouse Name : Julio Ocenar Evardone, Jr.

Home Address : Doña Lucia, Mondragon, Northern Samar, Philippines

Office Address : College of Veterinary Medicine, University of Eastern Philippines, University Town,
Northern Samar

EDUCATIONAL BACKGROUND:

Postgraduate:

Doctor of Philosophy in Education

Major in Educational Management

University of Eastern Philippines

University Town, Northern Samar

On-going

Professional Education

Second Semester, AY 2020-2021

College of Education

University of Eastern Philippines

University Town, Northern Samar

Master of Science in Biological Science

University of Eastern Philippines
University Town, Northern Samar
March 2009

Tertiary:

Bachelor of Science in Biology

University of Eastern Philippines
University Town, Northern Samar
April 2001

Secondary:

Samar National School
Catbalogan, Samar
March 1997

Elementary:

Allen Central Elementary School
Allen, Northern Samar
March 1993

CURRENT APPROVED RESEARCH

Title: Induction of Cutting of Cutting Plant of *Pterocarpus indicus* Using Ethylenediaminetetracetic Acid

LEARNING MATERIALS PRODUCED:

1. **Meat Microbiology**
ISBN: 978-971-672-113-3
2. **Module in Animal Ethology**
ISBN: ISBN: 978-971-672-119-5
3. **Meat Inspection: Student Guide**
-on process
4. **Biochemistry**
5. **Biostatistics**
6. **Personnel Management: An Introduction**

PROFESSIONAL EXPERIENCE:

TECHNICAL ASSISTANT

(Administrative assignment)

Office of the Vice President for Academic affairs

University of Eastern Philippines

University Town, Northern Samar

December 2019 – present

Job Description:

- Assist the VP Academic Affairs during semester enrolment to check and verify Faculty Workload of both regular faculty and part-time lecturers.
- Assist the VP Academic Affairs in composing memoranda and reports and filing documents.
- Assist the VP Academic Affairs in following up Academic Affairs related documents from the colleges.
- Assist the VP Academic Affairs in technical operations such as setting up online/zoom meetings and webinars.
- Performs other related matters assigned

PART-TIME LECTURER

BS Meat Technology

College of Veterinary Medicine

University of Eastern Philippines

University Town, Northern Samar

Second Semester 2018 – present

Job Description:

- Teaches major subjects of BS Meat Technology students such as, Biochemistry, Meat Inspection, Meat Microbiology, Animal Ethology and Biostatistics.
- Handled General Education subjects during the Second Semester, 2018-2019 such as Values Education, Strategic Management from College of Agriculture, PI 311 (Rizal's Life Works & Writings) and Introduction to Personnel Management.
- Prepare and generated modules and learning materials for students use.
- Participated in thesis advising for BSMT students
- Participated as member for BSMT students Thesis Examining Committee.
- Performs other related tasks as required.

ADMINISTRATIVE ASSISTANT

Office of the Vice President, Educational Affairs
King Saud bin Abdulaziz University for Health Sciences (KSAU-HS)
Riyadh, Kingdom of Saudi Arabia
September 2014-present

Job Description:

- Assist the Director for Educational Affairs to direct, monitor and evaluate the implementation of the academic programs of the colleges in all regions (Central, Western and Eastern) according to the approved study plans, to ensure quality and high standards, compliance with university policies and procedures.
- Handles the daily administrative functions of the Office of the Director for Educational Affairs. Greet visitors, screen telephone calls, schedule appointments, meetings and answers enquiries for the Director.
- Maintains a robust follow-up system for the director whilst ensuring that key tasks, reports, memoranda assigned to the dean and managers of each college are fully completed and deadlines met.
- Assist in the archive and safeguarding of original soft and hard copies of all curricula and License Agreements from international institutions.
- Assist the Director for Educational Affairs in ensuring that all financial obligations for the Licensing Agreements are monitored and processed in accordance with the stated fee schedules and that official correspondence is sent-out as required.
- Organize travel programs for the director; manage their travel itinerary, tickets, agenda, accommodation and transportation as required.
- Monitors all information, discussion and documents related to the Director's office in utmost confidence.
- Continuously handles the College of Medicine Petty Cash Fund and is responsible in the payment for simulated patients, and purchase in Oracle of nonstock supplies per approval of the Dean of the College of Medicine; as well as responsible in the replenishment of the Petty Cash Fund.
- Continuously handles the College of Medicine (Male and Female Branch) Faculty Claim Form (faculty honorarium) preparation and processing if the person responsible is on-leave.
- Performs other job related duties as required.

ADMINISTRATIVE ASSISTANT II

Academic Affairs, College of Medicine

King Saud bin Abdulaziz University for Health Sciences (KSAU-HS)

Riyadh, Kingdom of Saudi Arabia

September 2010-present

Job Description:

- Provides direct and general administrative support to the Senior Administrative Coordinator in liaising between all colleges, students, all secretaries as well to facilitate communication and appropriate action on behalf of the department.
- Compose and type memoranda, letters, other office communications and reports for all colleges, staff & faculty members,
- Develops/Generates various reporting and tracking forms, logging of incoming mails; re-route mails whenever is needed.
- Arranges/Schedules meetings and other administrative functions for the Director, Educational Affairs.
- Receives applications for employment, and assists in contacting the applicant/s for job interview.
- Responsible in receiving and processing student applications for ECFMG, EICS, MCCEE, McGill University, WES and other international institutions and ensuring that they are verified and sent out with complete documents.
- Ensures that confidential office, employees' and medical student's files are kept in their appropriate place.
- Keeps records and balance of the **College of Medicine's Petty Cash Fund** through database to ensure its availability during auditing. And responsible in the submitting the receipts to Finance for the replenishment of the petty cash fund.
- Handles Faculty Claim Form of the College of Medicine (Male and Female Branch) (faculty honorarium) preparation and processing, as follows:
 - Closing of Sessions in the SAMS/SIS
 - Preparation of Daily Transaction for each paid lecturer
 - Prepares Faculty Claim Form and Transmittal at the end of each month
 - Responsible in submitting completed Faculty Claim Forms to HR Department for checking overlapping sessions and processing of payment.
- Handles Elective Block of the students including the preparation of their letter request to the hospitals and/or their identified medical practitioner.
- Answers incoming and makes outgoing phone calls/fax; delivers incoming and outgoing mails to intended department or recipient.
- Prepares and monitors Oracle orders for office and medical supplies of the Academic Affairs Department.
- Provides coverage for other staff members of the department whenever is required.
- Performs other related tasks as required.

ADMINISTRATIVE ASSISTANT**Graduate School/ Office of the VP for External Affairs (OVPEA)**

University of Eastern Philippines
University Town, Northern Samar
2003-August 2010

Job Description:

- Assisted the Vice President for External Affairs (VPEA) in the planning, implementation, and supervision of externally-assisted programs and projects.
- Assisted the VPEA in liaising between the University and its alumni and the general public.
- Assisted the VPEA in the marketing of UEP programs, projects, special events.
- Assisted the Editorial Staffs in the management of University Publications under the OVPEA.
- Served as liaison officer of the VPEA to other officials/units of the university concerning OVPEA activities.
- Prepared office communications
- Kept/filed office documents
- Performed other related tasks.

COMPUTER OPERATOR

Graduate School
University of Eastern Philippines
University Town, Northern Samar
2001 – 2003

Job Description:

- Kept/filed office communications and graduate students record.
- Assisted in the maintenance of the Graduate School Accreditation Room
- Served as member of the Graduate School (GS) enrollment committee
- Prepared/processed outgoing communications
- Checked attendance of faculty members during weekend classes and regular and special GS activities.
- Performed other related tasks.

Eligibility:**CIVIL SERVICE COMMISSION**

Professional Examination

83.78% passing rate

September 2, 2003

CIVIL SERVICE COMMISSION

Sub-Professional Examination

Passed

LICENSED INSURANCE ADVISOR

AXA Philippines

AXA Catarman Branch

Catarman, Northern Samar

Character References:**DR. RONALDO A. AMIT**

Vice President for Academic Affairs

University of Eastern Philippines

University Town, Northern Samar

0949-9984662

DR. HELENA T. DELA

Retired Professor

College of Science

University of Eastern Philippines

University Town, Northern Samar

+639279195835

MR. JEROME DAVID VINARAO

Executive Head, AXA Catarman

Catarman Northern Samar

0927-5568707