

ANAROSE B. ROMO

OFFICE CLERK

☎ 0951-045-3611

📍 Brgy. Gakat Baybay City, Leyte

✉ anaroseromo@gmail.com



CAREER OVERVIEW

I manage secretarial duties like sorting and sending mail as a professional. I ensure the flow of the documents, whether incoming or outgoing, is in accordance with the system's guidelines and procedures. As office staff, I make sure to communicate any concerns and build relationships with my colleagues for a healthy and productive working environment.

EXPERIENCE

Office Clerk

Regional Climate Change Research and Development Center-VSU | January 2025-present

- Assist the RCCRDC Director in the conduct of REI activities
- Receives/sorts/files/retrieves incoming and outgoing documents ensuring easy and organized system of records management
- Prepares or encodes planning forms, financial documents, accomplishment reports, REI Reports, PPMP, and other related documents
- Ensures all forms used are updated and processed according to system procedures

Customer Feedback Analyst

Quality Assurance Center- VSU | April 2023- December 2024

- Collects and analyzes feedback forms gathered from online, printed forms, and other sources
- Generate monthly customer feedback reports for distribution to respective offices
- Facilitates concerns/comments to specified offices for immediate action/resolution
- Assists in organizing/scheduling meetings for and with the Customer Feedback Officer

SKILLS

- Basic computer literacy skills
- Good problem-solving and analytical skills
- Team leader and team player
- Honest and Reliable
- Good verbal and written communication skills

EDUCATION

Bachelor of Science in
Agribusiness

Visayas State University | 2022
Cum Laude

REFERENCE

Dr. Joel Rey U. Acob

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Gideon Neil D. Tan

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