

LALAINA MAY DIAZ DY

Brgy. San Isidro Baybay City, Leyte

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+639758837271



OBJECTIVE

To obtain valuable knowledge and skills to complement those I've learned and be able to give quality performance in the administration.

ACADEMIC QUALIFICATION

Bachelor of Science in Agribusiness

Visayas State University

Visca, Baybay City, Leyte

2015-2019

Visayas State University Laboratory High School

Visca, Baybay City, Leyte

2011-2015

Baybay Adventist Elementary School

A. Bonifacio St. Baybay City, Leyte

2005-2011

PERSONAL DETAILS

Date of Birth	:	October 24, 1998
Place of Birth	:	Baybay, Leyte
Gender	:	Female
Civil Status	:	Single
Religion	:	Iglesia Ni Cristo
Height	:	147 cm
Weight	:	52 kg
Citizenship	:	Filipino
Language	:	English, Filipino

CERTIFICATION

National Certificate II – AGRICULTURAL CROP PRODUCTION
Civil Service Commission- Professional Eligibility
Iglesia Ni Cristo Church Certification as Finance Officer
ISO 9001:2015 Awareness & Re-awareness Webinar
Gender Sensitivity Oreintation
Hands-only Cardio Pulmonary Resuscitation

COMPUTER SKILLS AND COMPETENCES

Computer literate (Microsoft application-Word,Excel,Powerpoint)

WORK EXPERIENCE

On the Job Trainee (300 hours)

AGREA AGRICULTURAL SYSTEMS INTERNATIONAL Inc.
January 28, 2019 - March 21, 2019

Enumerator

PHILIPPINE STATISTICS AUTHORITY
2020 Census of Population and Housing
September 2020

Enumerator

PHILIPPINE STATISTICS AUTHORITY
Community Based Monitoring System
October 2021

Administrative Aide III (Job Order)

VISAYAS STATE UNIVERSITY
March 2022 - Present

REFERENCE

QUEEN-EVER Y. ATUPAN

Head Cash Office
09955181566

DAHLIA R. ARPOCEPLE

Admin Aide VI – Cash Office
09455595603

JEREMIAS VESTRA

National Coconut Research Center
09234118536