

JOAN PATONONA

CONTACT

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📍 Pangasugan, Baybay City, Leyte
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PROFILE SUMMARY

Experienced in handling academic records, providing clerical support, and maintaining organized filing systems. Known for being detail-oriented, dependable, and efficient in a fast-paced office environment. Eager to apply both technical knowledge and administrative skills to contribute effectively in any organizational setting.

EDUCATION

2014-2018
VISAYAS STATE UNIVERSITY
• Bachelor of Science in Agriculture

2010-2014
VISAYAS STATE UNIVERSITY
LABORATORY HIGH SCHOOL

SKILLS

- Time management
- Attention to detail
- Teamwork
- Computer literacy
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Filipino
- English

WORK EXPERIENCE

VISAYAS STATE UNIVERSITY 2022-PRESENT
Administrative Aide III (Clerk)

- Facilitate the release of transcripts of records, certifications, and other requested documents in a timely manner.
- Respond to inquiries from students, parents, and staff regarding academic records and registrar services.
- Encode and update student information accurately in the school's database system.
- Assist in the preparation, processing, and filing of student academic records and official documents.
- Maintain confidentiality and security of student records in compliance with institutional policies.

PHILIPPINE STATISTICS OCTOBER -
AUTHORITY DECEMBER 2021
Enumerator JANUARY -MARCH
2022

- Conducted house-to-house interviews to gather accurate demographic, economic, and social data.
- Accurately recorded responses using designated forms or electronic data collection tools. Collaborated with sales teams to create effective sales collateral, presentations, and promotional materials.
- Ensured proper identification and approached respondents in a respectful and professional manner.