

VANESSA MAY BELARMINO MILAN



-
- May 5, 1993
 - Married with 2 children
 - Brgy. Pangasugan, Baybay City, Leyte, Philippines 6521
 - 09465270292
 - Milanvanessamay05@gmail.com
-

EDUCATION

College	:	Bachelor of Science in Agriculture Visayas State University Visca, Baybay, Leyte 3 rd college
High School	:	Visca Laboratory High School Leyte State University Visca, Baybay, Leyte 2005 - 2009
Elementary	:	Pangasugan Elementary School Pangasugan, Baybay, Leyte 1999 - 2005

WORK EXPERIENCES

Clerk

VSU Ecological Farm and Resource Management Institute
Visca, Baybay City, Leyte
July 1, 2020 to present

- Perform the function as deputy Document and Records Controller
- Filing and record keeping
- Prepare administrative and financial documents
- Assists in the processing of documents

Administrative Aide

VSU Apartelle
Visca, Baybay City, Leyte
Aug. 26, 2019 to June 30, 2020

- Prepare the following documents; billing, voucher, payroll, Purchase request, occupancy report, job request of Apartelle and Core Value Cottages
- Prepare Daily Occupancy Report

- Prepare Summary of Remittance and Summary of Collection Report
- Prepare all documents/Month-end Report

Administrative Aide

VSU Bakery

Visca, Baybay City, Leyte

Feb. 26, 2018 to June 30, 2018

- Prepare deliver and follow-up office documents.
 - Prepare documents for the payments to suppliers; purchase request, inspection and acceptance report, stock position sheet, request for quotation, abstract of quotation, purchase order, voucher.
 - Prepare documents for replenishments of petty cash fund, etc.
- Check the daily inventory of ingredients, purchases and production.
- Purchase ingredients and stocks to be used and sold.
- Prepare payroll of VSU bakery workers.
- Prepare reports of ingredients, purchases and production.
- Sell bread.

Data Encoder

Office of the Vice President for Instruction

Visca, Baybay City, Leyte

Within the month of January to February 2018

- Encode the test results of admission test.
- Prepare the needed test booklets for the College Admission Test of Visayas State University
- Compile and encode the students' information and their test papers.

Data Encoder

AACCUP

College of Forestry and Environmental Science

Department of Forest Science

Visayas State University

Visca, Baybay City, Leyte

June 1, 2017 to November 30, 2017

- Encode data gathered in preparation for Level III, Phase II accreditation by AACCUP.
- Compile the gathered documents systematically to make them presentable and easy accessible to the accreditors/ evaluators during the actual evaluation.
- Do other tasks related to AACCUP Level III, Phase II.

Field Assistant (Landscape Forestry in the Tropics)

College of Forestry and Environmental Science

Department of Forest Science

Visayas State University

Visca, Baybay City, Leyte

January 1, 2017 to May 31, 2017

- Conduct survey
- Helps data storage and management

- Perform more on Administrative tasks (process travel orders, cash advance, replenishments and etc.)
- Perform other project related activities as assigned by the Project Leader.

Enumerator (Graduate Tracer Study)

College of Forestry and Environmental Science
Department of Forest Science
Visayas State University
Visca, Baybay City, Leyte
October 24, 2016 to December 31, 2016

- Conducts survey using structured questionnaire to various DENR offices.
- Encodes data.
- Consolidates/Stores/Manages data gathered.
- Perform other project related activities as assigned by the Component Leader.

Data Encoder

AACCUP

College of Forestry and Environmental Science
Department of Forest Science
Visayas State University
Visca, Baybay City, Leyte
June 13, 2016 to October 21, 2016

- Encode data gathered in preparation for Level III, Phase I accreditation by AACCUP.
- Compile the gathered documents systematically to make them presentable and easily accessible to the accreditors/ evaluators during the actual evaluation.
- Do other tasks related to AACCUP Level III, Phase I.

Catering Service Crew

Marie-Alma Catering Services
Year 2009 to 2010

SangguniangKabataan Chairwoman

Brgy. Pangasugan Baybay City, Leyte
Year 2010 to 2013

TRAINING, SEMINAR AND WORKSHOPS ATTENDED

Participant	Re-orientation Seminar on the Recruitment, Selection, and Placement (RSP) Personnel Data Sheet (PDS), and Electronic Daily Attendance Tracking System (eDATS) of the Management Information System (MIS)	February 22, 2022
Participant	Re-orientation of Employees' Duties and Responsibilities and Good Customer Service	September 23, 2022

Participant	ISO 9001:2015 Awareness/Re-awareness Webinar	November 27, 2020
Participant	Training on identification of proper and complete items Technical Specification and parameters and orientation of the Purchase Request (PR) Module of the Supply Properties Procurement Management Information System (SPPMIS)	August 28, 2020
Participant	Housekeeping NCII	June 21-July 3, 2019
Participant	VSUCC Basic Cooperative Course Seminar	June 15, 2019
Participant	Seminar on Lectors and Commentators	February 16, 2019
Participant	National Conference on Climate Change Research, Development and Extension "Renewable Energy for Climate Change Mitigation and Building Resilience of Vulnerable Rural Communities"	December 12-14, 2018
Participant	Re-Orientation on Front Office and Housekeeping Services	October 10, 2018
Participant	2 nd Regional Conference on Climate Change RDE with the theme "Building Local Community Resilience to Climate Change"	December 18-20, 2017
Participant	Workshop in Preparation for Level III Phase 2 AACCUP Accreditation	June 20-21, 2017
Participant	CFES Strategic Planning Workshop	June 13, 2017
Participant	Quality Seedling Production	May 29-31, 2017
Participant	Gender Sensitivity and Sexual Harassment	May 2017
Participant	CFES Strategic Planning Workshop	March 24, 2017
Participant	Workshop in preparation for AACCUP Level III, Phase I accreditation	June 13-14, 2016

SKILLS AND ABILITIES

- Computer Literate and other Applications:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point
 - Internet browsing
- Responsible, highly motivated and willing to learn
- Can handle multi-task of duties and responsibilities.
- Fast learner and willing to undergo training and seminars.
- Can work efficiently and effectively with less supervision.
- Can work well under pressure.

REFERENCES

Dr. Renezita S. Come

Project Leader, LaForeT Project

College of Forestry and Environmental Science
Department of Forest Science
Email: rscome@vsu.edu.ph

Ms. Pearl P. Vistal

Administrative Aide III
College of Forestry and Environmental Science
Department of Forest Science
09086754522

Dr. Dennis P. Peque

College of Forestry and Environmental Science
Department of Forest Science
Email: dppeque@vsu.edu.ph

Mr. Francisco Gabunada, Jr.

Former Manager, VSU Apartelle
09232631177

Dr. Romel B. Armecin

Director, Eco-FARMI
Email: rbarmecin@vsu.edu.ph

I certify, to the best of my knowledge as to the purpose of this document, that the information above-stated are true and correct.