

# Alvie Mae E. Marinay



## Contact

Brgy. Gaas, Baybay City,  
Leyte, Philippines 6521

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## Skills

- ICT skills
- Communication efficiency
- MS Office
- Excellent written and verbal skills
- Academic writing

## Education

Franciscan College of the  
Immaculate Conception  
Baybay City, Leyte

Bachelor of Secondary

Education

Mar 2017

Cum Laude

Franciscan College of the  
Immaculate Conception

Baybay City, Leyte

Master of Arts: Education (31  
units)

05/2021

## Summary

- Reliable administrative staff with experience managing front desk operations and offering general office support. Detail-oriented with background coordinating scheduling and record-keeping, data entry and office management.
- Motivated professional with extensive experience in customer service, and administrative tasks.
- Hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level administrative role. Ready to help the team achieve the common goals.

## Experience

### Administrative Aide III

Visayas State University | Visca, Baybay City, Leyte | Jun 2022 - Current

- Maintained comprehensive filing systems, both digital and paper-based, for easy retrieval of documents.
- Maintained confidentiality of sensitive information, upholding data protection laws and company policies.
- Responded to incoming requests for information or forwarded to appropriate individual.
- Managed confidential information with discretion, upholding data protection standards.
- Supported office operations by taking on ad-hoc clerical duties.
- Communicated ideas clearly across multiple channels to assist staff.
- Answered incoming calls and emails, providing prompt responses, and redirecting enquiries as necessary, to offer information, direct callers, and take messages.
- Collaborated with other departments to facilitate cross-functional tasks, fostering a collaborative workplace atmosphere.

### College Instructor/Faculty

Franciscan College of the Immaculate Conception | A. Bonifacio St., Baybay City,  
Leyte, Philippines | Jun 2019 - Mar 2022

- Established positive relationships with students, parents, fellow teachers and school administrators.

Franciscan College of the  
Immaculate Conception  
Baybay City, Leyte  
High School  
03/2013  
Salutatorian

- Observed and assessed student performance to identify areas requiring improvement.
- Planned and implemented lessons utilising variety of teaching strategies to meet diverse student needs.
- Prepared unit and lesson plans for courses of study, following curriculum guidelines and common core standards.
- Adapted teaching methods and instructional materials to meet students' varying needs, interests, and abilities, promoting inclusive education.
- Encouraged students to persevere with challenging tasks.

### High School Faculty (Junior High and Senior High)

Franciscan College of the Immaculate Conception | A. Bonifacio St., Baybay City,  
Leyte, Philippines | Jun 2017 - Mar 2019

- Managed classroom behaviour, promoting a positive learning environment for all students.
- Participated in staff meetings and professional development workshops, contributing to the enhancement of teaching practices.
- Performed in-class marking, exam invigilation and organised routine tests.
- Maintained student safety inside and outside classrooms in line with school safeguarding policies.
- Assisted in the development of lesson materials, preparing interactive and engaging resources for diverse learning needs.

### Accomplishments

- LET Passer, 08/24/2017
- Civil Service Eligibility, 2020-03-01, Pursuant to the Presidential Decree No. 907 (Honors Eligibility)

### Languages

English:

C2

Tagalog:

C2



Proficient



Proficient

### References

- Raymund M. Igcasama, Registrar IV, Visayas State University
- Miriam M. de la Torre, Registrar III, Visayas State University