

ALMERA D. CIRCULADO

Purok IV, Brgy. Pangasugan Baybay City, Leyte
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SUMMARY

I am a government worker that maintained courteous and effective working relationship. Works with determination to meet requirements and provide excellent service. Willing to be train to learn and understand more of the possible nature and responsibilities of the job.

WORK EXPERIENCE

Admin Asst II (OVPAF-MIS)

Jan 2024 – Present

- Develop teamwork by collaborating with colleagues and supporting team goals as needed.
- Flexible to handle changing priorities and tasks as per organizational needs.
- Provide assistance and support to clients or visitor, handling inquires and ensuring a positive experience.

DEMO I (OVPAF-MIS)

Oct. 1, 2023 – Dec. 31 2023

- Gather information and encode pertinent data for MIS System

ADMIN AIDE III (Clerk / AdDRC)

Sept. 7, 2020 – Sept. 30, 2023

Office of the Vice President for Administration and Finance
Visayas State University

- Built and maintained courteous and effective working relationships.
- Filed/retrieved communications, memos and other official records.
- Received/relayed telephone calls.
- Maximized customer engagement and satisfaction by delivering excellent customer service.
- Picked up additional tasks to aid team success.

SK COUNCILOR

July 2018 – Oct 2023

Brgy. Pangasugan
Baybay City, Leyte

- Enhanced working relationships with the Youth

EDUCATION

Bachelor of Science in Agriculture
Visayas State University, ViSCA Baybay City, Leyte

June 2019

- Major in Horticulture
- Passed the Licensure Examination for Agriculturist (LEA)

SKILLS

- Computer Literate (MS Word, Excel, PowerPoint)
- Driving skills (Motorcycle)
- Good Communication skills
- Agricultural Skills
- Self-directed and able to complete task with limited supervision
- Hardworking and willing to be trained to further enhance my skills

SEMINARS/TRAININGS

- DOST-STII “Basics of Records Management and Records Control” via Zoom | January 27, 2021

HOBBIES/INTERESTS

- Volunteering
- Playing Badminton (Former Varsity Player)
- Dancing

REFERENCES

- **Dr. Daniel Leslie S. Tan** | VP for Admin. & Finance
VSU, ViSCA Baybay City, Leyte
Contact No.: 09328685396