

CAROLINE BERRI ANDUYAN**11A Santol Rd.,Ext., Clarkview, Angeles City, Philippines****E-mail Add: carol.lhine87@gmail.com****Contact No. : +639196516518 / +639365550517****Objective:**

Seeking any position where related education can be utilized to contribute to the expansion of business development, productivity and career enhancement.

Work Experience:

Administrative Aide III	Visayas State University Visca, Baybay City, Leyte February 3, 2020 up to present
Legal Secretary/ Receptionist	Panlilio Paras Timbol & Panlilio Law Office Diamond Subd., Balibago, Angeles City, Philippines September 1, 2008 up to December 15, 2010
Legal Secretary	Paras & Timbol Law Office 2 nd Floor GRBank Bldg., Friendship Highway Brgy. Anunas, Angeles City, Philippines March 12, 2012 up to present

Duties and Responsibilities:

*Typing/Steno dictation	*Lawyer's out-going mails/pleadings
*Lawyer's appointments/hearings	*Lawyer's incoming/outgoing emails
*Handles clients' files	*Lawyer's trial records
*Prepare monthly schedule of cases	*Lawyer's notarials
*Lawyer's pending work to do	*Maintain & update ledgers of clients
*Monthly Statement of Accounts of clients	
*Other related office work as delegated	

On-the-job-training (Accounting Clerk/ Receptionist)	Sydney Hotel 1934 Sampaguita St. Clarkview, Angeles City December 24, 2007- January 26, 2008
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Educational Background:

2006-2008	Associate in Office Administration Holy Angel University Sto. Rosario St., Angeles City
2005-2006	Undergraduate in BS Information Technology Holy Angel University Sto. Rosario St., Angeles City
2001-2005	BSBA Major in Finance and Management Accounting Holy Angel University Sto. Rosario St., Angeles City

Organization:

Member	Junior Philippine Institute of Accountants (JPPIA)
Member	Philippines Association of Student in Office Administration (PASOA)

Seminars:

February 11, 2005	Professional Development Workshop "Resume Tutorial" Ms. Iris Ann G. Castro (Coordinator)
August 13, 2004	Self-Concept Enhancement Mrs. Amelia Z. Macapagal, Head, College Guidance

Skills:

Computer Literate: MS Word, MS Excel, MS PowerPoint, Keyboarding and Stenography

Affiliation:

- 1st Place in Stenography Contest September 14, 2007
- 1st Place in Keyboarding Contest September 14, 2007

Personal Background:

Age: 39	Height: 5'1
Religion: Roman Catholic	Weight: 76 kgs.

Character References:

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