



DARLYN A. DUPAL

Experienced clerk with exceptional typing and data entry abilities and results driven nature. Knowledgeable about logging daily information, researching variances and maintaining thorough records. Accuracy-driven, service-oriented and diligent about completing tasks with little supervision. Professional and knowledgeable office clerk offering several years of experience in administrative support and customer service. Highly efficient planning, problem-solving, and communication skills.

CONTACT

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EDUCATION

VISAYAS STATE UNIVERSITY
MARCH 2015 – JUNE 2019

CERTIFICATIONS

- CSC SUBPROFESSIONAL PASSER – MARCH 2023
- Document Tracking System Training – November 2020
- The Basics of Records Management and Records Control, DOST STII – January 2021
- ISO-9001:2015 Awareness/Re awareness Seminar, Visayas State University – August 22, 2022

SKILLS

- Administrative support • Proficient in MS Excel, Word, Power point
- Filing, sorting, labelling files and documents
- Quality Management

WORK EXPERIENCE

Clerk/Department Document Controller

Visayas State University

September 2019 – August 31, 2023

- Provided quality clerical support through data entry, document management, email correspondence, and overseeing operation of office equipment.
- Interacted with customers by phone, email, or in-person to provide information.
- Produced high-quality communications for internal and external use.
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- Monitored office supplies and made arrangements for restocking of low-stock items.
- Maintained filing system and organized customer documents for easy retrieval of information.
- Processed documents and materials to disseminate information to appropriate parties.
- Routed business correspondence, documents, and messages to correct departments and staff members.
- Purchased and maintained office supplies.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Process and prepares financial documents such as liquidation, reimbursement, cash advance, honorarium, procurement, vouchers/payment of salaries of faculty and staff, purchase request, RIS, etc.) and administrative/personnel related documents (e.g. application for leave, DTR printing, faculty workload, teaching load, IPCR, OPCR, etc.)
- Serve as Department document controller

Admin Aide VI

Department of Agriculture RFO7

March 1, 2024-Present

- Prepares financial documents such as payroll, reimbursement, cash advance etc.,
- Disseminate communication to the under offices of the regional technical director
- Filing, sorting and keeping communications
- Assist the director in signing documents from different offices