



MARY CRIS D. LLANO

Bachelor in Secondary Education Major in Biological Sciences

Brgy. Pangasugan, Baybay City, Leyte

Contact No: 0948-942-3108

Email Address: marycrisdaing@gmail.com

OBJECTIVE

To obtain a professional job, where I can utilize my field of study and work experience and where I can employ all my skills for the benefit of the company.

PERSONAL BACKGROUND:

Date of Birth: **January 07, 1992**

Place of Birth: **Brgy. Plaridel, Baybay City, Leyte**

Height: **5'3"**

Age: **29**

Religion: **Catholic**

Weight: **49kg.**

Language: **English, Tagalog, Bisaya**

EDUCATIONAL ATTAINMENT:

Tertiary Education:

Bachelor in Secondary Education Major in Biological Sciences
Visayas State University
Visca, Baybay City, Leyte
July 2018

Secondary Education:

**Plaridel National High School
Brgy. Plaridel, Baybay City, Leyte
April 2009**

Elementary Education

**Plaridel Central School
Brgy. Plaridel, Baybay City, Leyte
April 2005**

EXPERIENCE:

Data Encoder/ Data Analyst/Data Collector at the Visayas State University (Office of the Dean of Students) (September 2018 - May 2021)

- Reviewed validation output and performed specified manual checks on data to evaluate consistency and completeness.
- Processed student's documents by reviewing data for deficiencies and errors.
- Maintained database by entering new and updated students' information.
- Prepared source data for computer entry by compiling and sorting information.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.

SKILLS:

- Computer Literate
- Data Entry
- Interpersonal Skills
- Communication skills
- Ability to work under pressure

TRAININGS ATTENDED

Student Teaching Orientation	August 14-17, 2017
ICT- Training on Selected Teaching Application Software	August 25, 2017

CHARACTER REFERENCE

- **DR. DOLORES L. ALCOBER**
FORMER DEAN OF THE COLLEGE OF EDUCATION
VISAYAS STATE UNIVERSITY
09380099268
- **Prof. Manolo B. Loreto Jr.**
Dean of Students-Visayas State University
09176341432