



JERLYN DONAYRE

ADMINISTRATIVE AIDE VI

CONTACT

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- Zone 1, Baybay City, Leyte

EDUCATION

Bachelor of Science in Computer Science

Undergraduate
Visayas State University
2016-2018, 2021-2023

SKILLS

- Microsoft
- Google Workspace
- Background in Programming
- Customer Service
- Leadership
- Editing

REFERENCE

Glenn G. Pajares

Vice President Planning and Development

Email : glenn.pajares@vsu.edu.ph

ABOUT ME

I am a detail-oriented person who aims to provide quality outputs. An Industrious employee who strives to make great efforts to lend a hand and solve problems that will arise. I am eager to receive training to improve my skills and meet your standards to provide good service.

EXPERIENCE

Administrative Aide III Apr 2, 2025 - Present

- Office of the Vice President for Planning, Resource Generation and Auxiliary Services
 - Administrative tasks

Administrative Aide III / Messenger Sep. 2023 - Mar. 2025

- Risk Management Office
 - Consolidating university accomplishments and monitoring action plans.
 - Monitoring the university's risk registry and assisting in risk monitoring and ensuring compliance with regulations.
 - Supporting the development and submission of Land Use Development and Infrastructure Plan (LUDIP) to CHED and BOR.

Administrative Aide III/ Messenger Jan.1, 2020 - Sep. 2022

- Planning Office
 - Administrative Task
 - dDRC - Planning Office
 - dDRC - Risk Management Office
 - Alternate dDRC -Office of the Vice President for Planning, Resource Generation and Auxiliary Services
 - Messenger/Utility
 - Consolidating, packaging, and submitting CO, MOOE, and Tier 2 Proposals for CY 2025.

Administrative Aide III Aug. 3, 2020 - Dec. 2020

- Office of the Vice President for Planning, Resource Generation and Auxiliary Services
 - Administrative tasks
 - dDRC OVPPRGAS
 - Clerk

Sales Support Associate Jun 2019 - Aug 30, 2020

- Metro Retail Stores Group Inc.
 - Customer satisfaction-oriented
 - Strong communication and time management skill