




CLARENCE D. ERALINO

Contact

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Personal Information

Date of Birth: February 10, 2002

Place of Birth: Baybay City, Leyte

Sex: Male

Civil Status: Single

Nationality: Filipino

Skills and Competencies

- Advanced knowledge of Microsoft Office and Google Workspace tools.
- Strong organizational and multitasking abilities.
- Excellent time management and attention to detail.

About Me

I am Clarence D. Eralino, a hardworking and detail-oriented professional with a degree from Visayas State University. I have experience in administrative tasks, including data management and communication, and I excel at using tools like Microsoft Office and Google Workspace. Committed to efficiency and excellence, I aim to contribute positively to the success of any organization I work with.

Education

Bachelor of Science in Agribusiness

2020 - 2024

Visayas State University

Baybay City Senior High School

2018 - 2020

Baybay National High School

2014-2018

Baybay I Central School

2008-2014

Experience

Student Assistant, Registrars Office, VSU (Part-Time)

- Assisting with filing, data entry, and managing student records.
- Interacting with students, faculty, and staff, answering inquiries, and providing assistance regarding registration, transcripts, and other academic records.

Anita's Home Bakeshop Inc., No. 2 Fulton St. Lahug, Cebu City February 2024 - April 2024

Internship/OJT in Marketing Office

- Assisting in creation of marketing materials, such as social media posts, brochures, and advertisements.
- Assisting in the planning and execution of marketing events such as product launches, tasting events, and community outreach programs.
- Working closely with the sales team to align marketing efforts with sales goals.