





CLARENCE D. ERALINO

Contact

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Skills and Competencies

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Skilled in Google Workspace (Docs, Sheets, Calendar).
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Familiar with office procedures and filing systems.

Character References

Ms. Cheena Miole Minoza

Marketing Manager - Anita's Home Bakeshop Inc
Email: marketingmanager@anitasbakeshop.com
0919 083 0038

Objective

Motivated and organized professional with excellent administrative and clerical skills, seeking an Administrative Aide position at Visayas State University. Dedicated to contributing to institutional efficiency and delivering quality service.

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.