



Molley Venice Nuñez



Goal-oriented administrative applicant seeking a position in a government institution where I can contribute my organizational skills, analytical ability, and commitment to quality public service.

PERSONAL INFORMATION

Address: Baybay City, Leyte, Eastern Visayas (Region VIII), 6521
Birthdate: November 23, 1999
Civil Status: Single
Gender: Female
Nationality: Filipino
Email: molley.nunez@vsu.edu.ph
Mobile: 09955794496

ELIGIBILITY

March 26, 2023 Civil Service Board/Bar Eligibility – Professional (RA 1080)

EDUCATION

August 2022 Bachelor's/College Degree
Visayas State University
Degree Program: Bachelor of Science in Statistics

April 2018 Senior High School Diploma
Caridad Integrated Senior High School
Academic Track: General Academic Strand (GAS)
Honors: With High Honors

April 2012 Elementary Diploma
Caridad Elementary School
Honors: Valedictorian

SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint
- Data Analysis (R Studio, SPSS, JASP)
- Capable of working both independently and with a team
- Good communication and persuasion skills.

LANGUAGES

• English • Tagalog • Cebuano

WORK EXPERIENCE

January 2, 2024 – Present
Deputy Document and Records Controller
Department of Statistics, VSU

October 23, 2023 – December 31, 2023
Clerk
University Registrar, VSU

January 19, 2023 – June 30, 2023
Alternate Deputy Document and Records Controller/
Laboratory Aide
Department of Statistics, VSU