

# MARJORIE B. MERANO



## SUMMARY

Experienced and dedicated Research and Support Staff with a proven track record of providing exceptional research and administrative support. Skilled in managing records, organizing files, research work, and handling confidential information with discretion. A good team player and effective communicator with a commitment to delivering high-quality support.

## CONTACT

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## PERSONAL INFORMATION

**Gender:** Female  
**Nationality:** Filipino  
**Age:** 29  
**Date of Birth:** March 19, 1996  
**Place of Birth:** Hindang Leyte  
**Civil Status:** Single  
**Height:** 4'12  
**Weight:** 58 kg

## ELIGIBILITY

Career Service Professional Examination  
Passed, August 7, 2022

## EDUCATION

|             |  |
|-------------|--|
| 2012-2017   | Visayas State University<br>Visca, Baybay City, Leyte<br>Bachelor of Science in Computer Science |
| 2008 - 2012 | Baybay National High School<br>30 de diciembre st. Baybay City, Leyte                            |
| 2002-2008   | Igang Elementary School<br>Brgy. Igang, Baybay City, Leyte                                       |

## **WORK EXPERIENCE**

### **VISAYAS STATE UNIVERSITY**

#### **VISCA, BAYBAY CITY, LEYTE**

##### **Science Research Assistant (August 8, 2022 - Present)**

Listed below are the specific functions, duties, and responsibilities of a Science Research Assistant:

- Take charge of the database for R&D and maintain systematic encoding and retrieval of data;
- Take charge of the Monitoring and Evaluation of the Human Resource for R&D;
- Facilitates review and endorsement of research proposal for TRC review.
- Take charge of the reviewing and recording of the Individual Faculty Workload of VSU Faculty
- Take charge of the reviewing and recording of leave status of VSU Faculty
- Takes charge in the monitoring and updating of database of publication citations among VSU faculty.
- Act as the deputy Documents and Records Controller (dDRC)

### **VISAYAS STATE UNIVERSITY**

#### **VISCA, BAYBAY CITY, LEYTE**

##### **Science Research Assistant - Project Base (August 2, 2021 - August 5, 2022)**

Listed below are the specific functions, duties, and responsibilities of a Science Research Assistant (Project Base) :

- Conduct literature reviews
- Perform, collect, and analyze data
- Maintain accurate records of the data, safeguarding the confidentiality of the results, as necessary
- Summarize results of the experiments and project
- Provide ready access to all survey data for the faculty researcher and/or project leader
- Request supplies or equipment necessary for the project and manage inventory
- Monitor the project budget
- Manage and respond to project related communications, as necessary
- Attend project meetings, seminars, and trainings, as necessary
- Prepare documents, and reports for submission to funding agency and collaborating agency
- Prepare other articles, reports, and presentations related to the project

## **WORK EXPERIENCE**

### **ORMOC CITY INSTITUTE OF TECHNOLOGY**

#### **F. ABLEN, ORMOC CITY**

##### **Administrative Staff - (April 20, 2019 - March 16, 2020)**

Listed below are the specific functions, duties, and responsibilities of an Administrative Staff:

- Managing student records, handling admissions, student uniforms, and ensuring compliance with school policies.
- Coordinating with parents, teachers, and other staff members to ensure effective communication and address concerns.
- Helping in creating and managing schedules for classes, events, and other school activities.
- Settling Financial obligations of the School (BIR, Electric Bill, Water Bill, Phil Health, SSS, Pag-ibig, Internet)
- Maintaining accurate and up-to-date records of students' important data.
- Assisting with day-to-day tasks, such as office management, supply ordering, and facility maintenance.

### **INNODATA KNOWLEDGE SERVICES INC. - SUBANGDAKO MANDAUE CITY**

##### **Data Analyst/Encoder - (September 14, 2017 - January 6, 2018)**

Listed below are the specific functions, duties, and responsibilities of a Data Analyst:

- Reviewing and ensuring the accuracy of annotated data.
- Analyzing datasets to identify trends, patterns, and insights to improve data quality and client deliverables.
- Accurately entering data into systems.
- Ensuring the accuracy and quality of encoded data to meet client standards and requirements.
- Managing workload to meet productivity targets and deadlines

## WORK EXPERIENCE

### PRE-PROFESSIONAL EXPERIENCE:

**Visayas State University (March 2015 – June 2015, April 2016- August 2016)**

Encoder

- Enrollment encoder and assist the computer registrar for encoding the subjects, handled troubleshooting and maintenance as well as monitoring.

## SEMINARS AND TRAINING ATTENDED

- ANNUAL IN-HOUSE REVIEW ON JUNE 30 - JULY 4, 2025
- ENHANCING DIGITAL COMMUNICATION ON NOVEMBER 20, 2024
- SEMINAR WORKSHOP ON BASIC RECORDS AND ARCHIVES MANAGEMENT (BRAM) ON JULY 30 - 31, 2024
- FROM POLICY TO PRACTICE: EODB, DPA OF 2012, AND PIA REORIENTATION FOR VISAYAS STATE UNIVERSITY PERSONNEL ON JULY 29, 2024
- ORIENTATION OF GUIDELINES AND PROCEDURES ON PROCESS/SERVICES OF THE OFFICES UNDER THE ADMINISTRATIVE SERVICE OFFICE (ASO) ON FEBRUARY 23, 2024
- HRIS SOFTWARE ONBOARDING ON DECEMBER 16, 2023
- UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS & HEADS AT VISAYAS STATE UNIVERSITY ON NOVEMBER 29, 2023
- CY 2023 RD IN-HOUSE REVIEW ON SEPTEMBER 7-8, 2023
- ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR ON AUGUST 29, 2023
- HARMONIZING FACILITIES AND EQUIPMENT USED FOR RESEARCH ON AUGUST 17, 2023
- MENTAL HEALTH WELLNESS SEMINAR ON APRIL 25, 2023

## SEMINARS AND TRAINING ATTENDED

- LEVEL II CLUSTER REVIEW PRESENTATION ON OCTOBER 24, 2022
- VSU FACULTY ONBOARDING ON SEPTEMBER 5-7, 2022
- VSU GRADUATE SCHOOL ON BOARDING FOR FACULTY AND STUDENTS ON FEBRUARY 24, 2022
- TRENDS IN SOFT MATTER RESEARCH AND ITS APPLICATIONS ON FEBRUARY 4, 2022
- WOMEN'S REPRODUCTIVE HEALTH, BREAST CANCER, AND GYNECOLOGICAL CANCERS ON OCTOBER 7, 2021
- VSUEE WEBINAR-WORKSHOP ON FEBRUARY 10, 2022
- RE-ORIENTATION OF EMPLOYEES' DUTIES AND RESPONSIBILITIES AND GOOD CUSTOMER SERVICE

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## REFERENCES

**IVY C. EMNACE**

**Director for Research - VSU**

✉ ivy.emnace@vsu.edu.ph

**MARIA VERJIE V. SUBERE**

**Head, Monitoring and Evaluation - VSU**

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**MA. RACHEL KIM L. AURE, PHD**

**Director for Instruction and Evaluation - VSU**

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