





KRISTINE SYRA Y. ESCARILLA
Applicant

 ksyescarilla@gmail.com

 09563748890

 La Paz, Leyte

SKILLS

- Computer adept
- Video and photo editing
- Work adaptability
- Works well independently and with a group
- Problem solving and time management
- Leadership

EDUCATION

Bachelor in Secondary Education major in Biological Sciences

VISAYAS STATE
UNIVERSITY- MAIN CAMPUS
Baybay City, Leyte

Award received:
CUM LAUDE
Class of 2019

OBJECTIVES

- Applying for an administrative aide position in your respected institution.

EXPERIENCE

Virtual Assistant

- Worked as a VA-admin assistant for a private health insurance agency based on US
- Monitor attendance, booked appointment, and daily reports of our VA-Appointment setters
- Create training videos
- Created schedules for meeting and other team-related tasks through *Trello*

SEMINARS ATTENDED

- 3 days' Workshop Series on Undertaking Qualitative Research last April 12-14, 2018 at Visayas State University – DTE
- 4 days seminar on Disaster Risk Reduction Management last June 2018 at Visayas State University – Convention Centre
- 3 – day School – Based – Training Workshop on Results – Based Performance Management System (RPMS) Manual Aligned with the Philippine Professional Standards for Teachers (PPST) Roll Out for teachers and Master teachers last September 14-16, 2018 at Bato School of Fisheries, Bato, Leyte.
- 10-day Computer Literacy Training at Northern Leyte Colleges, Palompon, Leyte

CHARACTER REFERENCES

Marialyn Abarca
Brgy. Secretary
Calabni-an La Paz, Leyte
09192071225

Rhea Saycon
Virtual Freelancer
Team Admin
Quezon City, Philippines
Facebook Messenger: Rhea Saycon

Marie S. Geonzon
Freelancer
Team Admin
Quezon City, Philippines
Facebook Messenger:
Marie Geonzon