



**JULIE ANN ORIAS**

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1018 / 09684859901

## ACADEMIC BACKGROUND

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### **Graduate**

Master in Management  
major in Agribusiness Management  
Visayas State University  
Visca, Baybay City, Leyte  
August 2017 - Present

### **Secondary**

Damulaan National High School  
Damulaan, Albueria, Leyte  
Year Graduated: March 2013

### **Tertiary**

Bachelor of Science in Agribusiness  
Visayas State University  
Visca, Baybay City, Leyte  
Year Graduated: June 2017

### **Elementary**

Mahayahay Elementary School  
Mahayahay, Albueria, Leyte  
Year Graduated: March 2009

## ELIGIBILITY

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Career Service Professional Eligibility

August 4, 2019

## WORK EXPERIENCE

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### **Administrative Aide III**

Department of Business and Management  
Visayas State University  
Visca, Baybay City, Leyte  
February 2023 to Present

### **Branch Personnel**

Cebuana Lhuillier  
Sogod, Southern Leyte

July 2022 to January 2023

**Customer Service Representative**

ePerformax Contact Centers and BPO

Lahug, Cebu City

January 2022 to April 2022

**Administrative Aide**

Job Order Status

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

August 2017 to December 2021

## SEMINARS & WORKSHOPS ATTENDED

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**TRAINING ON IDENTIFICATION OF PROPER AND COMPLETE ITEMS,  
TECHNICAL SPECIFICATION AND PARAMETERS AND ORIENTAION OF  
PURCHASE REQUEST (PR) MODULE OF THE SUPPLY PROPERTY AND  
PROCUREMENT MANAGEMENT (SPPMIS)**

Visayas State University  
Visca, Baybay City, Leyte  
August 28, 2020

**SEMINAR WORKSHOP ON RECORDS MATRIX AND NAP FORM-1  
COMPLETION**

Visayas State University  
Visca, Baybay City, Leyte  
December 13, 2019

**HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)  
PRESENTATION AND TRAINING OF THE DEVELOPED RSP, PDS AND PLANTILLA  
MANAGEMENT SYSTEM**

Visayas State University  
Visca, Baybay City, Leyte  
November 25-26, 2019

**CUMULUS WORKSHOP WITH DEPARTMENT CLERKS AND FOCAL PERSONS**

DCST Room 202  
Visayas State University  
Visca, Baybay City, Leyte  
July 16, 2019

**QMS RISK ASSESSMENT AND ISO DOCUMENTATION TRAINING**

RDE Hall  
Visayas State University  
Visca, Baybay City, Leyte  
January 16-17, 2019

**ORIENTATION-WORKSHOP FOR JO CLERKS AND LABORATORY TECHNICIANS**

Center for Continuing Education 1<sup>st</sup> floor  
Visayas State University  
Visca, Baybay City, Leyte  
January 15, 2019

## INVOLVEMENTS

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**APPOINTMENT AS TEACHING PERFORMANCE EVALUATION BY STUDENTS (TPES)  
FACILITATOR**

First Semester SY: 2018-2019 - First Semester SY: 2019-2020

**ISO DEPUTY DOCUMENTS AND RECORDS CONTROLLER**

**RIBBONS AND PROGRAM COMMITTEE MEMBER**

Visayas State University  
Integrated High School Graduation  
May 31, 2019

**CURRENT ADDRESS**

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Permanent Address: Mahayahay, Albuera, Leyte, 6542

Residential Address: Guadalupe, Baybay City, Leyte, 6521

**PERSONAL**

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Date of birth: July 4, 1996  
Place of birth: Kananga, Leyte  
Civil Status: Single  
Height: 4' 10"  
Weight: 50 kgs.  
Skills: Computer skills  
- Proficient with MS Word, Excel, Publisher and PowerPoint  
- Graphic Designing  
Effective Communication skills  
-English, Filipino, Bisaya

## REFERENCES

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**ALELI A. VILLOCINO, ED. D**

Vice President for Student Affairs and Services  
Visayas State University  
Visca, Baybay, City, Leyte  
(+63)9173040879  
Local 1064

**BAYRON S. BARREDO, ED. D**

Dean, College of Education  
Visayas State University  
Visca, Baybay, City, Leyte  
(+63)9272496712  
Local 1037

**LOLITO C. BESTIL, PH.D.**

Professor VI  
Department of Animal Science  
Visayas State University  
Visca, Baybay, City, Leyte  
(+63) 9177052058  
563-1445