



Lalaine May Diaz Dy

lalaine.dy@vsu.edu.ph
09758837271

Centro, San Isidro Baybay City, Leyte

Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet office goals.

Skills

Report Generation
File Management
Document Preparation

Clerical Support
Payroll Processing

Work History

03/2022- Current

Administrative Aide III (Clerk)

Visayas State University- Cash Office, Brgy. Pangasugan Baybay City, Leyte

- Prepares the check payment for various supplier and payees including the encoding and printing of PACS and Disbursement Vouchers for IGF fund.
- Review the vouchers and payrolls as to the accuracy of amounts and completeness of signatures.
- Prepare the monthly Check Disbursement Record for IGF fund.
- Updates the cash book for check issuance and others for IGF fund.
- Prepare the summary list of transactions submitted to the bank for payment.
- Prepare various documents for request bank to bank transfers and payments

09/2020 & 10/2021-12/2021

Enumerator

Philippine Statistics Authority, Tacloban City, Leyte

- Assisted people in filling out surveys with complete and accurate information.
- Traveled door-to-door in assigned communities and requested participation in census interview, clearly explaining process and purpose.
- Contacted interviewees to rectify survey issues and ask follow-up questions.
- Double checked information on survey forms.

01/2019-03/2019

On the Job Trainee

AGREA Agricultural Systems International, Inc., Boac Marinduque

- Learned new materials, processes, and programs quickly.
 - Collaborated with employees from various backgrounds.
 - Participated in on-the-job training, working closely with supervisors and asking appropriate questions.
-

Education

06/2019 **Bachelor of Science in Agribusiness, Visayas State University**, Brgy Pangasugan Baybay City, Leyte

2015 **High School Diploma, Visayas State University Laboratory High School**, Brgy. Pangasugan Baybay City, Leyte

2011 **Elementary Diploma, Baybay Adventist Elementary School**, Baybay City, Leyte