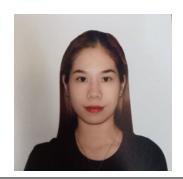
Alfe Mae Ann E. Marinay

Barangay Gaas, Baybay City Leyte, Baybay, 6521 (PH) 09693306117 alfemaeannmarinay@gmail.com



PROFESSIONAL SUMMARY

Professional, hardworking and experienced employee for 5 years, seeking to utilized my knowledge, skills and strengths to contribute company efficiency. Strong analytical skills, creative in resolving problems and addressing issues; self-motivated, dedicated, decisive; always seeks tasks to completion.

EMPLOYMENT HISTORY

Duration: Oct. 2019 - Present

Position: Administrative Aide I/Clerk I Name of Office/Unit: Physical Plant Office

Immediate Supervisor: Engr. Mario Lilio P. Valenzona

Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City

- List of Accomplishments and Contributions
 - Prepared monthly electric bill and water consumption of VSU Faculty & staff, Commercials
 - o Consolidate of ISO document
 - Prepare of Purchase Request and Project Procurement Management Plan (PPMP)
 - o Filing of ISO documents
 - o Receive incoming documents
 - o Recording of incoming and outgoing job requests
 - o Perform other functions as assigned by superior and other office staff.
- Summary of Actual Duties
 - Responsible for controlling, maintaining, recording and filing of incoming and outgoing ISO documents in our office. Answering telephone calls, and assisting clients.

Duration: July 2018 – Sept. 2019

Position: Accounting Staff

Name of Office/Unit: Accounting Office, LGU Baybay

Immediate Supervisor: Mrs. Evelinda Oppus

Name of Agency/Organization and Location: Local Government Unit of Baybay

- List of Accomplishments and Contributions
 - o Encoded vouchers monthly for easy access to files.
 - Segregating and filing monthly vouchers
 - o Segregating and filing payrolls of JO and regular LGU staff
 - Prepares transmittal and filing Representation Allowance and Transportation Allowance (RATA).

Nov. 2017 – Feb. 2018 Baybay City, Leyte **Job trainee, Baybay City Water District**

- Performing office duties.
- Assisting clients and supervisors.
- Recording incoming and outgoing maintenance requests.

EDUCATION

2014 - 2018

Bachelor of Science: Business Administration Major in Human Resource Management and Development

- Franciscan College of the Immaculate Conception Baybay City, Leyte
- Dean's Lister

2010 - 2014

High School Graduate

- Franciscan College of the Immaculate Conception
- Salutatorian

2004-2010

Elementary

- Franciscan College of the Immaculate Conception
- Barangay Gaas Elementary School
- With Honors

SKILLS

- Analytical Skills
- Multi-Tasking Skills
- Computer Literacy
- Mathematical Skills
- Microsoft Office

CHARACTER REFERENCE

- Mrs. Tessie Salubre Accounting Office, LGU Baybay 09164419725
- Engr. Marlon Burlas
 PPO Director, Visayas State University
 09176341520
- Engr. Phloem Galupo
 PPO, Visayas State University
 09264463556
- Engr. Mario Lilio Valenzona
 PPO, Visayas State University
 09176341514

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

ALFE MAE ANN E. MARINAY

Applicant