

# Alfe Mae Ann E. Marinay

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



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## 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.

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## 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
  - Consolidate of ISO document
  - Prepare of Purchase Request and Project Procurement Management Plan (PPMP)
  - Filing of ISO documents
  - Receive incoming documents
  - Recording of incoming and outgoing job requests
  - 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
  - Encoded vouchers monthly for easy access to files.
  - Segregating and filing monthly vouchers
  - 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.

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## **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
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## *SKILLS*

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

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## *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.

  

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**ALFE MAE ANNE E. MARINAY**  
Applicant