

ALLAN MANAGBANAG JR.
ADMIN AIDE I (CLERK)

Brgy Pangasugan, City of Baybay,
Philippines
09510229266
allanmanagbanagjr@gmail.com

Experienced clerk with 3+ years at Visayas State University. Improved office efficiency by 20% in 6 months through streamlined processes and increased accuracy in record-keeping.

Work Experience

Visayas State University

Brgy Pangasugan Baybay City, Leyte • 03/2022 - Present

Visayas State University (VSU) is a premier educational institution located in the Visayas region of the Philippines. Established in 1924, it has since been dedicated to providing quality education, research, and extension services primarily in the fields of agriculture, forestry, environmental science, and related disciplines. Situated on a sprawling campus in Baybay City, Leyte, VSU offers a diverse range of undergraduate and graduate programs, fostering academic excellence and holistic development among its students. With state-of-the-art facilities, esteemed faculty members, and a commitment to community engagement, VSU continues to be a beacon of learning, innovation, and sustainable development in the Visayas region and beyond.

Clerk

Full-time

- Maintained organized and efficient filing system, reducing retrieval time by 30% and improving overall office productivity

Skills

- Adaptability
- Initiative

Education

Bachelor of Animal Science in AnSci

Visayas State University
Brgy Pangasugan Baybay City,
Leyte
06/2017 - 04/2021