

APRIL ANN O. MONTALBAN



Administrative Aide III

SUMMARY

Experienced as a Barangay Secretary for 6 years and as an Administrative Aide for 2 years. Proven track record in serving client especially students as specialist and consultant as a course in-charge.



Work Experience

Administrative Aide III

University Registrar, VSU

2023

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Monitors and updates students lacking requirements and informs the students of their deficiency
Evaluates records and accredits units earned by

- transferees
- Checks and evaluates continuing students of assigned courses
- Prepares a checklist with grades and delinquent students
- Facilitates, prepares and processes request for correction of name/ personal data in school records
- Checks countersigns, and files students clearance, readmission approved LOA, change major/minor field
- Prepares the first issuance transcript of records and diplomas

Cashier In-charge

Technomart and Pasalubong Counter/ VICAARP, Visca. Baybay City, Leyte

2017-04 -

2023-07

- Greeted customers entering the store and responded promptly to customer needs.
- Worked flexible schedule and extra shifts to meet business needs.
- Operated cash register for transactions with excellent accuracy levels.
- Maintain clean and tidy check-out areas
- Merchandising and Product pricing
- Keep reports on transactions monthly

Barangay Secretary

Barangay Poblacion Zone 21, Baybay City, Leyte

2009-02 -

2016-03

- Maintaining accurate records of barangay inhabitants, births, deaths, marriages, and other relevant information.
- Assisting residents with their requests, issuing barangay clearances, certificates, and other necessary documents.
- Managing barangay office administration, including handling correspondence, processing requests, and preparing reports.

Reference

Jose L. Bacusmo

Former VSU President / City Councilor
Phone: 09686906880

 0926-1255-157

 april.montalban@vsu.edu.ph

 R.Magsaysay Ave., Zone 21,
Baybay City, Leyte

Education

Bachelor of Science in Agribusiness

Visayas State University

2000-2004

Skills

- Proficiency in word processing & spreadsheets
- Strong organizational and time management skills
- Good in communication and interpersonal skills
- Good in marketing skills

Achievements

- Top Seller in Visayas Conference Trade Fair @ Ormoc City
- Best Business Award by BCCI PCCI
- Best Business Plan Presentation
- Best MSME Success Story
- Featured In Coffee Tablebook Business Success Story