

ANTONETTE SEVILLA CRUZ

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OBJECTIVE

- To be hired as Administrative Assistant III for the BOR and University Secretary

EDUCATIONAL BACKGROUND

Graduate Study

Visayas State University **2018**
Masters in Management major in Business Management

Tertiary

STI College **2010**
Bachelor of Science in Computer Engineering

Secondary

Visayas State University Laboratory High School **2005**

Elementary

Tinag-an Elementary School **2001**

SKILLS

- Average in Microsoft Office (Word, PowerPoint, Excel) Application
- Average in Application Software Installation
- Average in record keeping
- Average in PC Troubleshooting
- Average in Adobe Photoshop Application

CAREER SERVICE ELIGIBILITY

- Passed the Career Service Professional Eligibility with a rating of 81.59%

RELATED TRAININGS AND SEMINARS

Regional Seminar-Workshop on Basic Records and Archives Management **February 20-22, 2024**

National Archives of the Philippines, Clark Freeport, Pampanga

Program Accreditation **January 12, 2024**

Visayas State University, Visca, Baybay City, Leyte

HRIS Software Onboarding **December 6, 2023**

Visayas State University, Visca, Baybay City, Leyte

The 5S Revolution for Clerks and Heads at VSU **November 29, 2023**

Visayas State University, Visca, Baybay City, Leyte

ISO 9001:2015 Awareness/ Re-awareness Seminar **August 29, 2023**

Visayas State University, Visca, Baybay City, Leyte

DME Curriculum Review**August 1-2, 2023**

Visayas State University, Visca, Baybay City, Leyte

Personality Development and Developing Customer Satisfaction June 13-16, 2023

Personnel Officers Association of the Philippines, Puerto Princesa City, Palawan

Mandatory Orientation and Re-orientation of Academic Advisers, and Department Enrollment Focal Persons**February 10, 2023**

Visayas State University, Visca, Baybay City, Leyte

Orientation/Re-orientation of Duties and Responsibilities of DDRCs and AdDDRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines**September 7, 2022**

Visayas State University, Visca, Baybay City, Leyte

**Control your records before they control you:
The Basics of Records Management and Records Control****January 27, 2021**

Department of Science and Technology - Science and Technology Information Institute

WORK EXPERIENCE**Administrative Aide VI****August 2, 2021 to present**Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte**Administrative Aide IV****February 18, 2019 to August 1, 2021**Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte**Administrative Aide III****November 2, 2016 to February 17, 2019**Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte**Clerk (Job Order)****February 3, 2014 to November 1, 2016**Department of Mechanical Engineering
VSU, Visca, Baybay City, Leyte**Customer Service Representative****May 10, 2013 to November 8, 2013**Experts Global Solutions Company
Palo, Leyte**Clerk (Job Order)****April 23, 2012 to February 28, 2013**VSU Bakery
VSU, Visca, Baybay City, Leyte**CHARACTER REFERENCE****Engr. Ronard G. Paña****+639461949981**Head, Department of Mechanical Engineering
Visayas State University, Baybay City, Leyte**Dr. Jannet C. Bencure****+639478909056**Dean, College of Engineering and Technology
Visayas State University, Baybay City, Leyte