



ARJANERY ANTOFINA



City of Baybay, Santo Rosario, 6521



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SUMMARY

Resourceful individual completes administrative tasks with speed and meticulous attention to detail. Proactively strengthens internal processes using excellent organization and communication skills. Approachable team worker with flexible attitude.

EXPERIENCE

CLERK, 06/2019 – Current
Visayas State University, City of Baybay

- Assessed customer needs through clear communication, anticipating and responding to queries.
- Managed client communication by answering phones and corresponding thru email.
- Improved access to information by helping to strengthen internal document control practices
- Digitized important information to improved accessibility.
- Compiled data, produced visualization charts and prepared reports on behalf of staff
- Communicated ideas clearly across multiple channels to assist of.
- Responded to incoming request for information or forwarded to appropriate individual.

SKILLS

- Mathematical Strengths
- Customer Assistance
- Outgoing and Enthusiastic
- Professional Appearance
- Issue Resolution
- Initiative
- Adaptability

EDUCATION

Franciscan College of Immaculate Conception, City of Baybay, 2018
Bachelor of Science in Business Administration: Major in Human Resource Development & Management

- [Degree] Graduate

JE Mondejar Computer College, Tacloban City
Associate in Computer Technology

- [Associate] Graduate