

# ELVIE D. BALBARINO

Brgy. Sapa Baybay City Leyte

Contact No. 09218521668

Email: [elviebalbarino2718@gmail.com](mailto:elviebalbarino2718@gmail.com)



## OBJECTIVE

Highly motivated and detail-oriented individual with strong communication and technical skills. Demonstrates the ability to comprehend complex information, summarize effectively, and express ideas with fluency and precision. Seeks a position where skills and experience can contribute to organizational success and personal growth.

## TECHNICAL AND PERSONAL SKILLS

- Proficient in Microsoft Office programs (Word, Excel, PowerPoint)
- Excellent communication and interpersonal skills
- Fast learner, hardworking, and a team player
- Strong analytical and comprehension skills

## LANGUAGES

- English
- Filipino
- Cebuano/Bisaya

## CERTIFICATIONS


- Basic Operations of Microsoft Office 2016 (Word, Excel, PowerPoint)

## WORK EXPERIENCE

### Computer Operator II

*Visayas State University*

Visca, Baybay City, Leyte

 October 17, 2023 – Present

**DEMO I**

*Visayas State University*

Visca, Baybay City, Leyte

📅 September 1, 2023 – October 16, 2023

**Admin Aide III**

*Visayas State University*

Visca, Baybay City, Leyte

📅 November 22, 2022 – August 31, 2023

**Liaison Officer**

📅 May 2021 – Nov. 2022

**Part-Time Teacher**

📅 August 2018 – December 2018

**Transcriber**

📅 June 2018 – July 2018

**EDUCATIONAL BACKGROUND****Bachelor of Arts in English Language**

*Visayas State University*

Department of Liberal Arts and Behavioral Sciences

Visca, Baybay City, Leyte

**Master of Arts in Education major in English**

*Franciscan College of Immaculate Conception*

Baybay City, Leye