



DALIA T. ANTIG, LPT

- 0931 969 9242
- dahliaantig0@gmail.com
- Chrysanthemum Cottage, VSU, Baybay City

SKILLS AND ABILITIES

Strong leadership, management and team-building skills. Excellent interpersonal and analytical skills. Proficient in computer software. Can easily adjust to changing circumstances.

EDUCATION

Master of Education Major in Filipino

Franciscan College of the Immaculate Conception, Baybay, Leyte, Inc.
(Earned 9 units)

Bachelor of Secondary Education Major in Filipino

Visayas State University Main Campus
, 2020

Secondary Education

Tinago National High School, 2006
Class Salutatorian

Primary Education

Marao Elementary School, 2002
Class Valedictorian

CERTIFICATIONS

Licensure Examination for Teachers (LET)

Passed 2022
Professional Regulations Commission

WORK EXPERIENCE

Course Evaluator - University Registrar, VSU

July 6, 2022 - present

- Secured integrity and confidentiality of students' records.
- Keep, maintain and update student records and issue Transcript of Records (for employment purposes) and other official records of students.

Dormitory/Cottage Assistant Adviser

May 16, 2023 - present

Dahlia Ladies Dormitory - Chrysanthemum Cottage

- Support the thrusts of the University through positive involvement with the students.

DESO Technical Support Staff

Feb 21, 2022 - May 9, 2022

COMELEC - LGU, Inopacan

- Maintained, managed and troubleshoot VCM machine used during 2022 NLE.

Student Assistant

June 18, 2017 - June 28, 2019

Ilang-ilang Ladies Dormitory, VSU

- Checked and monitored the utilities and properties of dormitory.
- Assisted the Dormitory Advisers for the peace and order of the dormitory.

Barangay Treasurer

Nov 01, 2013 - Nov 30, 2016

BLGU - Guinsanga-an, Inopacan, Leyte

- Responsible for collecting and issuing official receipts for taxes or payments accruing to the barangay treasury, disbursing funds in accordance with the procedures prescribed by law, providing an inventory of all barangay assets.

Electronics Assembler/Operator

October 10, 2008 - July 10, 2011

Cebu Mitsumi, Inc - Danao City