

Antig Dalia

Curriculum Vitae

Skills & abilities

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

Communication

Excellent written and verbal communication skills.

Leadership

Managed dormitory/cottage of up to 80 members.

Guinsanga-an, Inopacan, Leyte 09319699242
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Looking to obtain a challenging administrative position in a dynamic and innovative organization where I can apply my skills and experience to drive success.

Education

Franciscan College of the Immaculate Conception, Baybay, Leyte, Inc.

Master of Education Major in Filipino
(Earned 9 units)

Visayas State University

July 27, 2016 – June 22, 2020

Bachelor of Secondary Education Major in Filipino
(GPA: 1.656)

Experience

Course Evaluator – University Registrar, VSU July 6, 2022 - present

- Secured integrity and confidentiality of students' records.

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, 2018 – 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

