

# Juneil B. Bagarinao

Brgy. Marcos Baybay City, Leyte

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## Summary

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Skills

- Good communication Skills
- Microsoft Office
- Knowledge on Computer minor Troubleshooting
- Technical Support
- Database Entry
- Customer Relationship Management
- Advanced Excel Spreadsheet Functions
- Administrative Support
- Critical Thinking

## Work history

**Office Clerk** – 02/2016 to Present

**Visayas State University.**, Baybay City, Leyte

- Provided quality clerical support through data entry, document management, email correspondence, and overseeing operation of office equipment.
- Interacted with customers by phone, email, or in-person to provide information.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Responded to inquiries from callers seeking information.
- Maintained organized files and stocked supplies to support team needs and maximize performance.
- Completed clerical tasks such as filing, copying, and distributing mail.
- Maintained and updated office records, both digital and physical.

## Education

Bachelor of Science : Animal Science

Visayas State University - 2014