

ALMERA D. CIRCULADO

Purok IV Brgy. Pangasugan Baybay City, Leyte | 09264545386 | almeracirculado97@gmail.com

SUMMARY

I am a government worker that maintained courteous and effective working relationship. Works with determination to meet requirements and provide excellent service. Willing to be train to learn and understand more of the possible nature and responsibilities of the job.

WORK EXPERIENCE

ADMIN AIDE III (Clerk/AdDRC)

September 2020 – Oct 17, 2023

Office of the Vice President for Administration and Finance
Visayas State University

- Built and maintained courteous and effective working relationships.
- Filed/retrieved communications, memos and other official records.
- Received/relayed telephone calls.
- Maximized customer engagement and satisfaction by delivering excellent customer service.
- Picked up additional tasks to aid team success.

DEMO I

Oct. 17, 2023 - Present

OVPAF – MIS

Visayas State University

EDUCATION

Bachelor of Science in Agriculture

June 2019

Visayas State University, ViSCA Baybay City, Leyte

- Major in Horticulture
- Passed the Licensure Examination for Agriculturist (LEA)

SKILLS

- Computer Literate (MS Word, Excel, PowerPoint)
- Driving skills (Motorcycle)
- Good Communication skills
- Agricultural Skills
- Self-directed and able to complete task with limited supervision
- Hardworking and willing to be trained to further enhance my skills

SEMINARS/TRAININGS

- ISO 901:2015 Awareness and Re-Awareness Seminar | August 29, 2023 via Zoom
- DOST-STII “Basics of Records Management and Records Control” via Zoom | January 27, 2021
- ATI - RTC Region VIII – Seminar on Organic Vegetable Production at Brgy. Pangasugan Baybay City, Leyte | August 29, 2020
- SEARCA Regional Professorial Lecture on “Climate Proofing and Crop Mgmt (ICM) to enhance Vegetable Profitability and Food Security in the Southern Philippines” Presenter: Dr. Zenaida C. Gonzaga, at VSU CCE Building | March 8, 2019

HOBBIES/INTERESTS

- Volunteering
- Playing Badminton (Former Varsity Player)
- Dancing

REFERENCES

- **Dr. Daniel Leslie S. Tan** | VP for Admin. & Finance
VSU, ViSCA Baybay City, Leyte
Contact No.: 09328685396
- **Dr. Zenaida Gonzaga** | Professor IV Department of Horticulture
VSU, ViSCA Baybay City, Leyte
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