

# ELIZABETH A. ITALIO II

Brgy. Kambonggan

Baybay City, Leyte

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## PERSONAL INFORMATION

Date of Birth: May 10, 1989

Place of Birth: Baybay City, Leyte

Civil status: Married

Citizenship: Filipino

Parents: Rolando G. Abelardo  
Elizabeth G. Abelardo

## EDUCATIONAL BACKGROUND

College: Franciscan College of the Immaculate Conception  
Bachelor of Elementary Education  
Baybay City, Leyte  
Graduate (2014-2018)

Vocational: Nursing Aide  
Diploma  
(2005-2007)

Secondary: Baybay National High School  
Baybay City, Leyte  
(2001-2005)

Elementary: Baybay North Central School  
Baybay City, Leyte  
(1989-1995)

## SKILLS

### LICENSED NON-PROFESSIONAL DRIVER:

License Number: H12-21-000457

Restriction: 1

### NATIONAL CERTIFICATE II

#### HOUSEKEEPING

Certificate Number: 19083702030696

## **WORK EXPERIENCE**

### **Employment History**

**Company Name:** VISAYAS STATE UNIVERSITY  
**From-To:** February 1, 2023 to Present  
**Position Title:** Clerk

#### **Work Description:**

1. Familiarity with common office processes, including filing, handling mail and directing telephone calls
2. Computer literacy, including familiarity with common word processing, spreadsheet, database and basic accounting software
3. Accurate and efficient typing skills for data entry, taking minutes and dictations, answering emails and typing letters and other documents
4. Verbal communication for addressing other employees, customers and other business contacts
5. Customer service for dealing with members of the public
6. Organization and ability to multitask for filing and completing several clerical and administrative tasks at once
7. Attention to detail to ensure all tasks are completed to a high standard, such as taking sufficiently detailed minutes and telephone messages
8. Integrity and discretion when working with sensitive employee and customer details

**Company Name:** SUPERVALUE, INC.  
**Address:** Sta. Mesa, Manila  
**From-To:** December 2011 to April 2012  
**Position Title:** Cashier

#### **Work Description:**

1. Manage transactions with customers using cash registers
2. Scan goods and ensure pricing is accurate
3. Collect payments whether in cash or credit
4. Issue receipts, refunds, change or tickets
5. Redeem stamps and coupons
6. Cross-sell products and introduce new ones
7. Resolve customer complaints, guide them and provide relevant information
8. Greet customers when entering or leaving the store
9. Maintain clean and tidy checkout areas

**Company Name:** CLINIC SECRETARY  
**Address:** Baybay City, Leyte  
**From-To:** January 2008 to June 2011  
**Position Title:** Secretary

**Work description:**

1. Receive and assist patients as needed
2. Type medical documents (e.g. physician dictations and patient charts)
3. Maintain detailed patient and medical records
4. Manage office communications (e.g. phone, correspondence)
5. Schedule medical appointments
6. Work with insurance companies to process claims
7. Process invoices, bills and payments
8. Ensure confidentiality of sensitive information

**REFERENCES**

**Dr. IRMA BARBARA T. GUIBONE**

**PHYSICIAN**

Kidz Klinika

09173224217

**Atty. RYSAN C. GUINOCOR**

**Director, Administrative Services**

Visayas State University

09173126266