



MARY JOY P. ISRAEL

Administrative Aide III

OBJECTIVE

Seeking an entry-level position in a dynamic and growth-oriented organization, where I can contribute my skills, knowledge, and enthusiasm to learn and grow in the industry.

CONTACT

PHONE:
0938-007-4528

EMAIL:
piamontemjoy14@gmail.com

HOBBIES

Reading books
Cooking
Social Media Scroller

EDUCATION

Western Leyte College of Ormoc

Master of Arts in Education Major in School Admin and Supervision
June 2023 - Ongoing

Visayas State University

Bachelor of Elementary Education
2009 - 2019

Baybay National High School

2014 – 2009

WORK EXPERIENCE

Faculty of Natural and Mathematical Sciences (Clerk/dDRC)

January 2, 2025 – Present

Department of Physics (Clerk/dDRC)

September 1, 2024 – December 2024

College of Arts and Sciences (Clerk/dDRC)

March 6, 2023 – April 6, 2024

Department of Mathematics (Clerk/dDRC)

September 2022 – March 3, 2023

Department of Mathematics and Physics (Clerk/dDRC)

June 17, 2021 – August 2021

Establish clear communication between employees and customers and provide them with satisfactory service. And develop an effective filing system.

Department of Statistics (AACUP Clerk)

January 2021 – April 2021

Assist faculty and staff in collecting various data/documents needed for Accreditation and for easier compilation of documents.

SKILLS

Knowledgeable enough with Microsoft Office Applications.