

# PIAMONTE, RAIZEL M.

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## CAREER OBJECTIVE

To be part of VSU and efficiently perform its mission and vision to acquire knowledge, build-up character and help guests/clients.

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## EDUCATION

Bachelor of Science in Hotel Restaurant  
And Tourism Management  
Visayas State University 2016

## SKILLS

Time-management skills  
Basic computer literacy skills  
Verbal and written communication skills  
Present  
Strategic planning and scheduling skills  
Organizational skills  
Event management

## REFERENCE

Dr. Nancy V. Dumaguing  
Manager  
VSU Hostel  
+63 926 339 8529

Alicia M. Flores  
Former Head  
VSU, SPMO  
+63 917 634 1430

Vivian V. Balbarino  
Head  
VSU, SPO

## ELIGIBILITY

Career Service Sub-Professional Examination  
Passer- (Rating: 81.39)  
VSU Clerical Examination Passer

## EXPERIENCE

### Office Clerk

VSU Supply Property Office| August 2021-

- receiving and releasing of documents
- in-charge of returned and replacement items to suppliers and end-users
- provides administrative support to ensure continuity of office operations; processing of cash advance, travels, liquidation/vouchers
- take minutes and dictations
- check all equipment and items pulled-out from the warehouse
- copies, sorts, indexes, files documents / communications and other related office activities
- act as the Alternate Deputy Document Record Controller for SPO (AdDRC)

### Front Desk Officer/ Clerk

VSU Hostel| December 2017- July 2021

- register guests and assign rooms
- prepares contracts, PPMP, PR, payroll and replenishment
- prepares monthly and financial reports
- purchases supplies needed