

CAROLINE BERRI ANDUYAN

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Objective:

Seeking any position where related education can be utilized to contribute to the expansion of business development, productivity and career enhancement.

Work Experience:

Administrative Aide III Visayas State University
Visca, Baybay City, Leyte
February 3, 2020 up to present

Legal Secretary Paras & Timbol Law Office
2nd Floor GRBank Bldg., Friendship Highway
Brgy. Anunas, Angeles City, Philippines
March 12, 2012 up to December 15, 2019

Duties and Responsibilities:

- *Typing/Steno dictation
- *Lawyer’s appointments/hearings
- *Handles clients’ files
- *Prepare monthly schedule of cases
- *Lawyer’s pending work to do
- *Monthly Statement of Accounts of clients
- *Other related office work as delegated
- *Lawyer’s out-going mails/pleadings
- *Lawyer’s incoming/outgoing emails
- *Lawyer’s trial records
- *Lawyer’s notarial
- *Maintain & update ledgers of clients

Legal Secretary/ Receptionist Panlilio Paras Timbol & Panlilio Law Office
Diamond Subd., Balibago, Angeles City, Philippines
September 1, 2008 up to December 15, 2010

Duties and Responsibilities:

- *Typing/Steno dictation
- *Lawyer’s appointments/hearings
- *Handles clients’ files
- *Prepare monthly schedule of cases
- *Lawyer’s pending work to do
- *Other related office work as delegated
- *Lawyer’s out-going mails/pleadings
- *Lawyer’s incoming/outgoing emails
- *Lawyer’s trial records
- *Lawyer’s notarial

On-the-job-training
(Accounting Clerk/
Receptionist)

Sydney Hotel
1934 Sampaguita St. Clarkview, Angeles City
December 24, 2007- January 26, 2008

Educational Background:

2006-2008 Associate in Office Administration
Holy Angel University
Sto. Rosario St., Angeles City

2005-2006 Undergraduate in BS Information Technology
Holy Angel University
Sto. Rosario St., Angeles City

2001-2005 BSBA Major in Finance and Management Accounting
Holy Angel University
Sto. Rosario St., Angeles City

Organization:

Member Junior Philippine Institute of Accountants (JPIA)

Member Philippines Association of Student in Office
Administration (PASOA)

Seminars:

Title of Seminar/Training Attended	Date	Number of Hours	Conducted by
HRIS SOFTWARE ONBOARDING	12/6/2023	4 Hours	Visayas State University
UNLOCKING EXCELLENCE: THE 5S REVOLUTION FOR CLERKS AND HEADS AT VISAYAS STATE UNIVERSITY	11/29/2023	4 Hours	Visayas State University
ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	08/29/2023	4 Hours	Visayas State University
CONFLICT AND STRESS MANAGEMENT	05/23/2023-05/26/2023	32 Hours	Personnel Officers Association of the Philippines (POAP)
1ST RAISE 8 TECHNOLOGY PROMOTION MENTORSHIP SERIES	05/15/2023-05/19/2023	40 Hours	Visayas State University
ORIENTATION/RE-ORIENTATION OF DUTIES	09/07/2022	4 Hours	

AND RESPONSIBILITIES OF dDRCs AND AdDRCs, AND CASCADING FO DOCUMENTS AND RECORDS CONTROL			
ISO 9001:2015 AWARENESS/RE-AWARENESS SEMINAR	08/30/2022	4 Hours	Visayas State University
ORIENTATION ON DATA PRIVACY ACT OF 2012	04/08/2022	8 Hours	Visayas State University
VIRTUAL DATA PRIVACY ACT OF 2012 AWARENESS SEMINAR	04/07/2022	4 Hours	Visayas State University
WORKSHOP ON REVISITING THE STRATEGIC PLAN FOR ODAS & GSO	03/16/2022	16 Hours	Visayas State University
ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	02/24/2022	4 Hours	Visayas State University
ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	09/13/2021	4Hours	Visayas State University
CONTROL YOUR RECORDS BEFORE THEY CONTROL YOU: THE BASICS OF RECORDS MANAGEMENT AND RECORDS CONTROL	01/27/2021	4 Hours	Department of Science and Technology
ISO 9001:2015 AWARENESS/RE-AWARENESS WEBINAR	11/27/2020	2 Hours	Visayas State University
WEBINAR PRESENTATION ON "DOCUMENT TRACKING SYSTEM"	11/13/2020	3 Hours	Visayas State University

Skills:

Computer Literate: MS Word, MS Excel, MS PowerPoint, Keyboarding and Stenography

Affiliation:

1st Place in Stenography Contest September 14, 2007

1st Place in Keyboarding Contest September 14, 2007

Personal Background:

Age: 39
Religion: Roman Catholic

Height: 5'1
Weight: 76 kgs.

Character References:

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09175293812

Atty. Rysan C. Guinocor
Chief Administrative Officer
OIC-Chief Legal Officer
Visayas State University
Baybay City, Leyte
565-0600 loc. 1072