



## PROFILE

Dedicated and focused that will excel at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals.

Proficient at quickly learning procedures and taking ownership of diverse project.

## CONTACT

PHONE:  
+63 963 742 4855

EMAIL:  
[crisilda.roble@vsu.edu.ph](mailto:crisilda.roble@vsu.edu.ph)

## HOBBIES

Photography  
Organizing  
Traveling  
Animal Care

# CRISILDA MARIE C. ROBLE

## EDUCATION

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### **EASTERN VISAYAS STATE UNIVERSITY-OCC**

June 2014 - April 2018  
Bachelor of Secondary Education  
Major in MAPEH  
Licensed Professional Teacher

### **IPIIL NATIONAL HIGH SCHOOL**

June 2010 - March 2014

### **PRIMONA HOLY INFANT ACADEMY INC.**

June 2014 – March 2010

## WORK EXPERIENCE

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### **Visayas State University—Admin Aide**

January 2020 -Present  
Managing and distributing information within an office

### **Land Transportation Office – Office Staff (Summer Job)**

April – May 2016  
Facilitated development of office operations manual

### **Energy Development Corporation - Office Staff (Summer Job)**

April – May 2015  
Oversaw and contributed to variety of office duties

## SKILLS

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- Highly efficient in the use of Microsoft Excel and Word
- Work within a busy office environment, and support office teams in order to ensure the smooth running day-to-day activities.
- Provide accurate administration of all paperwork generated at Office level
- In charge of sending and receiving correspondence, as well as greeting clients and customers.

## PERSONAL INFORMATION

Date of birth: June 22, 1998

Age: 20 years old

Gender: Female

Address: #33 San Pablo St., Ormoc City

Place of birth: Ormoc City

Religion: Roman Catholic

Civil Status: Single

Nationality: Filipino

Height: 5'5

Weight: 55 klbs.

Language: English, Tagalog, Visaya