



# KIMBERLY V. NONAY

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📍 Barangay Rizal, Dulag, Leyte, Philippines

## SKILLS

- Data entry skills
- Record keeping and following policies
- Time management
- Organization skills
- Computer literate

## EDUCATION

### Bachelor of Science in Fisheries

Visayas State University - Tolosa Campus, 2022

### Secondary Education

Jose Rizal National High School, 2018

### Primary Education

Rizal Elementary School, 2012

## LANGUAGE

- Waray
- Filipino
- Cebuano
- English

## REFERENCE

MARY ANN B. MADEJA

Instructor

Visayas State University, Tolosa Campus

0928-319-6688

## WORK EXPERIENCE

### Administrative Support Staff

Jose Rizal National High School, Dulag, Leyte

April 2024-December 2024

- Served as Chairman on Registration and Documentation (TWG) during the School-Based Training of Teachers on the Matatag Curriculum for Secondary Teachers
- Provide overall administrative and technical support to the School Head and other school personnel in the daily operations of the school
- Assist the School Head in the preparing, conducting, advocating, monitoring and evaluating programs, projects and activities.

### Sangguniang Kabataan Treasurer

Rizal Local Government Unit, Dulag, Leyte

December 2023-April 2024

- Process payroll
- Sign all required documents and checks
- Deposit and withdraw cash/checks to/from the bank

### Executive Office Personnel

E-Primate Incorporated, Marikina City

September 2022-September 2023

- Review and record all incoming and outgoing documents
- Encoding and transcription
- Supervise employees
- Perform field-related work during deployment
- Perform other clerical tasks assigned from time to time

## CERTIFICATIONS

### CSC ELIGIBILITY (P.D. 907)

2022

Civil Service Commission

### FISHERIES PROFESSIONAL LICENSURE EXAM (FPLE)

Passed 2023

Professional Regulations Commission