



## About Me

A hardworking and detail-oriented professional with a degree from Visayas State University. During my time as a student, I had the privilege of working as a student assistant at the University Registrar's Office, which gave me valuable insight into the processes and responsibilities related to academic records management, student document processing, and credit evaluation. This experience allowed me to develop strong attention to detail, familiarity with the university's policies and systems, and a deep appreciation for the importance of accurate and efficient service to students and faculty.



# CLARENCE D. ERALINO



## Contact



A. Bonifacio St. Baybay City, Leyte



+63 9856207604



<https://www.facebook.com/clarence.eralino.7>



eralinoclarence@gmail.com



## Personal Information

**Date of Birth:** February 10, 2002

**Place of Birth:** Baybay City, Leyte

**Sex:** Male

**Civil Status:** Single

**Nationality:** Filipino



## Skills and Competencies

- Cash handling and transaction processing.
- Strong communication and interpersonal skills.
- Problem-solving and conflict resolution.
- Assisting customers with account inquiries and transactions.
- Accuracy and attention to detail.
- Time management and multitasking.
- Teamwork and collaboration.
- Ability to work in a fast-paced environment.



## Education

### Visayas State University

2020 - 2024

*Bachelor of Science in Agribusiness*

### Baybay City Senior High School

2018 - 2020

### Baybay National High School

2014-2018

### Baybay I Central School

2008-2014



## Experience

### Student Assistant, Registrars Office, VSU (Part-Time)

- Assisting with filing, data entry, and managing student records.
  - Interacting with students, faculty, and staff, answering inquiries, and providing assistance regarding registration, transcripts, and other academic records.
- Internship/OJT in Marketing Office**

### Anita's Home Bakeshop Inc., No. 2

Fulton St. Lahug, Cebu City

February 2024 - April 2024

- Assisting in the planning and execution of marketing events such as product launches, tasting events, and community outreach programs.

### Admin Staff, Philippine Port Authority

**LGU BAYBAY**

**PRESENT**

- Provides essential administrative support to ensure smooth port operations, handling documentation, coordination, and office management tasks.