



SHELLA MAE G. MISTRANZA

Professional Summary

Highly organized and detail-oriented School Clerk with extensive knowledge of school operations and procedures. Proven ability to provide excellent customer service and support to students, faculty, and staff.

Work Experience

2019
-
2024

School Clerk

Iba Elementary School, Iba Meycauayan City Bulacan

- Perform clerical and administrative duties
- Greet visitors and provide assistance
- Prepare reports and documents
- Perform clerical and administrative duties
- Assist with budgeting and financial management as needed

2018
-
2019

Secretary

4J'S Express, Pajo Meycauayan City Bulacan


- Involved with office documents and their organization.
- Scheduled activities for executives.
- Dealt with incoming and outgoing communications.
- Assisted in the coordination of various events and meetings.

2018
-
2019

Encoder

City Government of City of Meycauayan, Saluysoy Meycauayan City

- Involved with office documents and their organization.
- Scheduled activities for executives.
- Dealt with incoming and outgoing communications.
- Assisted in the coordination of various events and meetings.

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Education

Access Computer College
Hotel and Restaurant Services
Ibayo Marilao Bulacan
2017-2019

Meycauayan National High School
Camalig, Meycauayan Bulacan
2006-2010

Iba Elementary School
Iba, Meycauayan City Bulacan
2000-2006

Expertise

- Computer Proficiency
- Customer Service
- Inventory Management
- Administrative Support
- Multi-Line Phone Systems
- Records Management
- Reliable and Punctual
- Courteous and Professional

Language

English

Filipino