

# ZACHARY CHRISTI PANGILINAN ELIPSE

Block 3 Lot 2 Velpal 2, Pakigne  
Minglanilla, Cebu 6046  
0991 445 4926  
zacharyelipse@gmail.com



## KEY SKILLS

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- Computer Literacy
- Well knowledgeable in MS Office Apps
- Above 60 WPM typing
- Excellent listener
- Solid written & verbal communicator
- Friendly, courteous, & service oriented

## CHARACTER REFERENCE

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Mark Anthony L. Ruiz  
HR L&D Director  
University of the Visayas

Contact details provided upon  
request

## WORK EXPERIENCE

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### HR Learning & Development Intern

University of the Visayas | Cebu City, Cebu  
September 2023 – February 2024

- Greet visitors or callers and handle their inquiries or direct them to the appropriate people according to their needs.
- Create, maintain, and enter information into databases.
- Take dictation in shorthand or by machine and transcribe information.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.

## EDUCATION

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### Bachelor of Science in Business Administration Major in Human Resource Management

University of the Visayas  
July 2024