

MARIAH KYLE B. SOLLER

Location: 905-A A Mabini St. Poblacion Zone 1 Baybay City, Leyte

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OVERVIEW: *My career goal is strongly motivated by a deep passion for my chosen field. My ambition is to serve as an inspiration to others. I strive to be a dedicated and responsible professional, relentlessly pursuing success and seizing every opportunity that comes my way. I maintain a positive outlook and believe that I can achieve greater things through my dedication and unwavering commitment to my goals.*

EDUCATIONAL BACKGROUND

TERTIARY:

BS in Business Administration major in Financial Management

Saint Paul School of Professional Studies

Campetic, Palo Leyte | 2020-2024

SECONDARY:

Accountancy, Business & Management

Senior High School

Visayas State University Integrated High School

Visca, Baybay City, Leyte | 2018-2020

Junior High School

Visayas State University Laboratory High School

Visca, Baybay City, Leyte | 2014-2018

WORK EXPERIENCE

On-the-Job Training (June 5, 2024 - October 4, 2024)

Land Bank of the Philippines - Leyte Lending Center

2nd Flr. LBP Bldg Brgy 59-B Sagkahan, Tacloban City, Leyte

Freelance Virtual Assistant (September 2022 – Present)

Tasks: Data Entry, Generating Articles, Lead Management

Hire Programmers

Denver, Colorado, USA

General Secretary (July 2020-May 2021)

Freshmen Class Organization

Saint Paul School of Professional Studies

Campetic, Palo Leyte

Completion of 80-hours Work Immersion (January 2020-March 2020)

Task: Data entry of Records, Housekeeping

Visayas State University

Visca, Baybay City, Leyte

SKILLS AND QUALIFICATIONS

Technical Skills:

- Email Management
- Managing data through spreadsheets and excel
- Technical Proficiency (Powerpoint and Docs)
- Calendar Management
- Schedule meetings
- Ability to perform different administrative tasks

Here are some of the tools I am familiar with: Social media tools (FB, IG, LinkedIn, YT), MS Excel, MS Word, MS Powerpoint, Google Sheets, Google Docs, Google Forms, and Canva.

Soft Skills:

- Time management
- Interpersonal skills
- Work ethics
- Communication
- Attention to Detail
- Adaptability
- Teamwork

AWARDS AND ACHIEVEMENTS

Chartered Financial Management Analyst
Institute of Accounting Technologists, Inc.
ICPAR / Accounting Certificate & Training Institute
September 17, 2023, Cauyan City

Civil Service Commission - Professional Level Passer
August 20, 2023, Tacloban City

Dean's Lister: Honors
First Semester, Academic Year 2022-2023
March 09, 2023, Saint Paul School of Professional Studies

Dean's Lister: Honors
Second Semester, Academic Year 2021-2022
September 26, 2022, Saint Paul School of Professional Studies

TRAININGS AND SEMINARS

JPMAP Summit 2022 – ACTIVATE: New Breakthroughs
Zoom Cloud Meeting | September 18, 2022

8th Career Congress with the theme "Navigating the World of Opportunities in the Modern Era"
Zoom Cloud Meeting | April 10, 2022

ORGANIZATIONAL MEMBERSHIP

Junior People Management Association of the Philippines
Saint Paul School of Professional Studies Chapter - Member
Campetic, Palo Leyte

REFERENCES

Amber Marie L. Woodfin

Hire Programmers

ambermariewoodfin@gmail.com

Prime Anthony B. Torres

Coordinator, BSBA Financial Management and Human Resource Management

Saint Paul School of Professional Studies

09665291468

primeanthony.torres@spsps.edu.ph

Gid Chris A. Malenab, LPT

Social Studies and Business Economics Instructor II

Area Coordinator, BSBA Operations Management and Business Economics

Saint Paul School of Professional Studies

Part-Time Social Studies Lecturer

Leyte Normal University

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I certify that the above information is true and correct to the best of my knowledge and belief.


Maria Kyle B. Soller