

Sherly Mae Pansoy

 Catigbian, Bohol, Philippines

 0966-863-8826 |  sherlymaepansoy30@gmail.com

OBJECTIVE

A dedicated and detail-oriented graduate of AB in English Language Studies seeking a position where I can apply my communication, research, and language skills. I aim to contribute to a dynamic organization while continuing to grow professionally.

EDUCATION

Mantasida Elementary School

Mantasida, Catigbian, Bohol

March 2013

Mantasida National High School

Mantasida, Catigbian, Bohol

April 2019

Bachelor of Arts in English Language Studies

Visayas State University – Baybay City, Leyte

July 2025

SKILLS**Hard Skills**

- English grammar and syntax proficiency
- Technical and creative writing
- Research and data interpretation
- Public speaking and speech writing
- Microsoft Office and Google Workspace

Soft Skills

- Strong communication skills
- Critical thinking
- Adaptability and flexibility
- Attention to detail
- Empathy and active listening

EXTRACURRICULAR & LEADERSHIP EXPERIENCE

Public Information Officer, ABELS Society (2022-2023)

- Served as the communication link between the organization and the student body
- Helped organize events and seminars

Member, ABELS Society (2024-2025)

- Supported the organization through participation in programs and activities
- Demonstrated commitment through attending meetings

CERTIFICATE/S

- Public Information Officer, ABELS Society – DALL, 2023