

AIRA V. BOHOLST

E-mail: airaboholst49@gmail.com

Mobile No.: +09304228645



CAREER OBJECTIVE

- To obtain an opportunity in relevant field that fits my educational and work experience and skills. Seeks exposure to jobs where I may gain knowledge and make positive contribution.
- To work with reputable organization where I can develop my working experience and my personal skill.

PERSONAL INFORMATION

Date of Birth	:	September 4, 1999
Place of Birth	:	Quezon Province
Age	:	24 years old
Gender	:	Female
Height	:	4'9"
Weight	:	50 kg
Marital Status	:	Single
Nationality	:	Filipino
Religion	:	Roman Catholic
Languages Spoken	:	English, Tagalog, Cebuano, Waray
Permanent Address	:	Brgy. Maybog, Baybay City, Leyte, Philippines

EDUCATION

School/University	:	Bachelor of Secondary Education major in Social Studies Visayas State University (VSU), Philippines 2018-2022 Cum Laude (<i>Passed the Licensure Examination for Teachers</i>)
School/University	:	Damulaan National High School Albuera, Leyte, Philippines 2012-2018 With Honors
School/University	:	Maybog Elementary School Maybog, Baybay City, Leyte, Philippines 2007-2012 Class Valedictorian

EMPLOYMENT HISTORY

Company : Visayas State University - Office of the Vice President for Admin. & Finance
Position : Admin Aide III (Job Order)
Inclusive Date : November 15, 2023 - present

Company : Office of the Vice President Philippines- Tacloban Satellite
Position : GIP
Inclusive Date : September 2023-November 2023

LANGUAGE(S)

- English, Bisaya, Filipino, Waray

SKILLS AND COMPETENCIES

- Computer- Literate
- Leadership and communication skills

SOCIAL SKILLS AND COMPETENCIES

- Good leadership and team-leading skills gained from being a leader on most of the school academic activities
- Good communication skills

COMPUTER SKILLS AND COMPETENCIES

- Competent with Microsoft Office Program (Word, Excel and PowerPoint) and Canva learned through hands-on experience
- Good in internet-related activities gained through school activities and experience

TRAININGS AND SEMINARS

- **December 12, 2023**
"HRIS Software Onboarding"
Visayas State University
- **November 29, 2023**
"Unlocking Excellence: The 5s Revolution for Clerks and Heads at Visayas State University"
Visayas State University

ELIGIBILITY

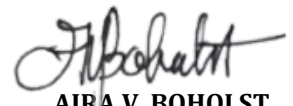
- Professional Regulation Commission - Licensure Examination for Teachers Passer
- PD 907 Honor Graduates Eligibility

REFERENCES

DYMRESA BERMUEL
09615055272

MA. LOURDES CALIZAR
09973511153

I hereby certify that the information stated above is true and correct.


AIRA V. BOHOLST
Applicant

