



# LYN AMPONG ANG



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Tacloban City

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## About Me

Hardworking and dependable individual with a strong work ethic and a desire to learn and grow in any given field of work. Eager to contribute my dedication and willingness to go the extra mile to support businesses in their administrative tasks. Seeking an entry-level position where my commitment to excellence can make a difference.

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## Work Experience

### TINGOG PARTYLIST HELP DESK-HINUNANGAN AUGUST 2023- MAY 2024

Government Internship Program (GIP)

#### Preparation of Documents:

Receiving requirement documents

Filling out forms with the provided customer's information

#### Customer Interaction:

Answering customer questions and inquiries Assisting customers with the requirements

Referring customers to the Municipal's office if we are on cut-off

#### Confidentiality:

Maintaining customer confidence by keeping information confidential.

### 1st HINUNAGAN TRANSPORT CORPORATION- TACLOBAN CITY JUNE-PRESENT

#### Preparation of Delivery Documents:

Issuing delivery papers for customers such as waybill and service invoice

#### Customer Interaction:

Answering calls from dealers asking for updates with regards to deliveries.

Receiving orders from customers and dispatching

#### Confidentiality:

Maintaining customer confidence by keeping information confidential.

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## Internship Experience

### MUNICIPAL ENGINEERING OFFICE

Hinunangan, Southern Leyte

October- December 2018

- Preparing Bid Documents
- Assisting clients inquiries and arranging office documents

### EVSU INTERNAL PLANNING AND DEVELOPMENT OFFICE

Eastern Visayas State University- Main Campus, Tacloban City

July- September 2023

- Planning and designing the layout of Women and Children Development Center project plan
- Assisting in document preparations
- GAD office errands include measuring the area of the project and running documents to be signed out for approval.
- Journal entry of weekly report and progress of the task given.
- Ensuring completion of assigned tasks as per the timeline provided.

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## Education

ELEMENTARY:	CANIPAAN ELEMENTARY SCHOOL 2007- 2013
JUNIOR HIGH:	CANIPAAN NATIONALHIGH SCHOOL 2013- 2017
SENIOR HIGH:	HOLY ROSARY ACADEMY OF HINUNANGAN INC. 2017- 2019
COLLEGE:	EASTERN VISAYAS STATE UNIVERSITY MAIN CAMPUS (BACHELOR OF SCIENCE IN CIVIL ENGINEERING) 2019-2023

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## Certificates

Career Service Professional Eligibility

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## Trainings

Specialized Training on Digital Literacy using Canva  
by the Department of Information and Communications Technology

NC II- Driving

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## Skills

- Strong communication and interpersonal skills.
- Proficient in Microsoft Office software.
- Analytical thinking and problem-solving abilities.
- Time management and organizational skills.
- Adaptability and willingness to learn new concepts and technologies.
- Ability to work independently and collaboratively in a team-oriented environment

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## Other Information

Language: Fluent (English), Native (Filipino)