



ARVYNN YAP

ADMINISTRATIVE AIDE VI (CLERK III)

CONTACT

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SOFT SKILLS

- Attention to Detail
- Adaptability
- Collaboration
- Communication
- Critical Thinking
- Leadership
- Problem Solving
- Time Management
- Work Ethic

HARD SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint)
- Skilled in Canva
- Basic Video Editing

LANGUAGES

- Cebuano
- Filipino
- English

PROFILE

I'm an Entrepreneurship graduate with a strong foundation in business development, strategic planning, and innovation. I thrive in fast-paced environments that require critical thinking, creative problem-solving, and bold decision-making. Skilled in identifying market opportunities, developing sustainable business models, and turning ideas into actionable ventures. Eager to contribute my entrepreneurial mindset, adaptability, and leadership skills to a dynamic team or growing business.

WORK EXPERIENCE

- **Internship: Associated Labor Unions - Trade Union Congress of the Philippines** 450 HOURS
Administrative Aide

EDUCATION

- **UNIVERSITY OF SAN JOSE-RECOLETOS** 2019-2025
Bachelor of Science in Entrepreneurship
- **FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION** 2018-2019
Science, Engineering, Technology and Mathematics
- **FRANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION** 2012-2017
Primary and Secondary Education

AWARDS & CERTIFICATIONS

- *Cum Laude - Bachelor of Science in Entrepreneurship*
- *Dean's Lister*
- *Meritorious Award In Entrepreneurship*

REFERENCE

Marmie C. Ybanez, CPA

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Municipality of Tabogon
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Catherine Calvo

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