




PERSONAL INFORMATION



KYLA ISABELLE U. SALON

 Brgy. Liberty, Hilongos, Leyte

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Sex Female | Date of birth 11/09/2001 | Nationality Filipino

Place and country of birth Hilongos, Leyte, Philippines

EDUCATION

October 2020- July 2024

Cum-Laude

Bachelor of Science in Information Technology

Southern Leyte State University

Main Campus, Sogod, Southern, Leyte, Philippines

June 2014 - April 2020

With Honor

Hilongos National Vocational School

Hilongos, Leyte, Philippines

June 2008 - April 2014

With Honor

Liberty Elementary School

Liberty, Hilongos, Leyte, Philippines

WORK EXPERIENCE

- Special Program for Employment of Students (SPES)

a government initiative designed to provide temporary employment opportunities to students during their school breaks. This program aims to help students earn money to support their education and gain valuable work experience.

PERSONAL SKILLS

Communication Skills

- Strong verbal and written communication skills.
- Excellent in bulding positive relationship with other colleagues.

Organization/

- Good organizational ability and time management skills.

Managerial Skills - Adaptability to work in demanding and tough situations.
- Experienced at managing different events in the community.

Leadership Skills - Experienced at leading youth organizations in various events.
- Experienced being a leader in group activities at school.

Computer Skills and - Experienced using various Microsoft Office Programmes
competencies - Experienced at handling social media pages of different organizations.
- Computer Literate

ADDITIONAL INFORMATION

Certification/Licenses - Civil Service Professional Eligibility