



KYLA ISABELLE U. SALON

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Barangay Liberty Hilongos Leyte



## SUMMARY

**Highly motivated and detail-oriented individual seeking an opportunity to contribute in an administrative role. Strong organizational and communication skills with the ability to manage tasks efficiently and maintain confidentiality. Eager to learn and adapt in a professional environment while demonstrating excellent interpersonal skills and a proactive approach to teamwork."**

## EDUCATION

### **Southern Leyte State University**

Bachelor's Degree in Information Technology  
Cum-Laude  
2020-2024

### **Hilongos National Vocational School**

With Honors  
2014-2020

### **Liberty Elementary School**

With Honors  
22008-2014

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Computer literate and efficient in handling MS WORD applications etc.

## CERTIFICATIONS

- Cum- Laude
- Civil Service Professional Eligibility Passer
- OAP NCII Produce Organic Fertilizer

## EXPERIENCE

### **On - the-Job Training**

Leyte Electric Cooperative

- Assist in preparing technical matters for meetings
- Maintains the good conditions of technologies for better use.
- Handles paper matters in the office specifically reports
- Handle confidential information and documents with discretion and maintain their proper organization

### **Special Program for Employment of Students**

Local Government Unit of Hilongos

- Manage and checks information from stocked reports
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Create and Edit presentation and reports