

PORTIA LYN B. KINTANAR

Barangay Bunga, Baybay City, Leyte (6521)

09659869508

portialynk@gmail.com



Professional Objective:

Seeking to obtain an Administrative Aide position to utilize positive working abilities, proper time management, and flexibility towards change to enrich personal and professional growth

Educational Background:**Primary Education**

Franciscan College of the Immaculate Conception

Andres Bonifacio Street (6521)

2006-2007

Visca Foundation Elementary School

Visca Baybay City, Leyte (6521)

2007-2012

Secondary Education

Franciscan College of the Immaculate Conception

Andres Bonifacio Baybay City, Leyte (6521)

Junior High School

2012-2016

Visayas State University Integrated High School

Visca Baybay City, Leyte (6521)

Senior High School

2016-2018

Tertiary Education

Visayas State University

Visca Baybay City, Leyte (6521)

2018-2022

Personal Information:

Date of Birth:	January 15, 2000
Place of Birth:	Cebu City
Nationality:	Filipino
Civil Status:	Single
Language:	Cebuano, Tagalog, English
Religion:	Seventh Day Adventist
Height:	5'2
Weight:	55 kg.

Skills:

Has the ability to:

- Communicate with sensitivity
- Maintain confidentiality with documents and records
- Deliver information with integrity
- Meet deadlines
- Adapt to possible changes
- Utilize positive and effective use of Information and Communication Technology
- Utilize critical and problem-solving skills towards the given tasks



PORTIA LYN B. KINTANAR
Applicant's Signature