

# Shaira B. Manapsal

Seeking employment as an **Administrative Assistant III** as a highly organized and detail-oriented professional with a proven ability to support executives and streamline administrative operations. Skilled in managing complex calendars, coordinating meetings, preparing reports, and handling confidential information with discretion. Adept at anticipating needs, resolving issues, and maintaining efficient workflows in fast-paced environments. Strong communication and interpersonal skills to effectively liaise with stakeholders at all levels. Committed to providing exceptional executive support to drive organizational success.

## Education

2024 to Present - Master in Management,  
Southern Leyte State University

2019 - BS in Biotechnology (major in Plant  
Biotechnology), Visayas State University

## Career

Agricultural Technician I  
Visayas State University | September 2023 -  
Present

Responsible for administrative processes.

Job Order - Clerk  
Southern Leyte State University | July 2021 -  
September 2023

Responsible for administrative processes.

Contract of Service Faculty  
Southern Leyte State University |  
September 2020 - December 2022

Responsible in teaching General Education courses  
such as Environmental Science, and Science,  
Technology and Society.

Consortium Secretariat  
Visayas Mindanao Consortium for Journal  
Publication, Inc. | March 2020 - June 2021

Responsible in administrative and financial  
processes.



## Contacts

 Brgy. Linao, Inopacan, Leyte

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 shaira.manapsal@vsu.edu.ph

## Skills

- Computer Skills (Minor troubleshooting)
- Proficient in Microsoft Office Applications
- Administrative Services Management
- Personal and professional development
- People management
- Critical Thinking
- Teamwork Skill
- Art and creativity

## Languages

Filipino (Tagalog, Visayan, Waray)  
English

## References

Teofanes A. Patindol, 09199113901

Annabelle M. Hufalar, 09452309230

Nenita V. Flores, 0981775707