



# DIVINE SHANLY SALAR, LPT



## Contact



Paku, Bontoc, Southern Leyte



09978751490



divineshanly@gmail.com



## Skills

### Project Management



### Problem Solving



### Creativity



### Leadership



## Certificates

NCII- CSS

ARC Tutorial Learning Services Inc.

October 2022

SAP Business One

University of San Jose-Recoletos

October 2018



## About Me

Seeking to see myself challenged to this career and enhancing my skill set of this organization that provides opportunities to discover my expertise and abilities under the fields of business administration and Teaching Profession.



## Education

### Masters in Education-Supervision & Admin.

Eastern Visayas State University (Student)

### 18 Units in Secondary Education-Social Studies

Saint Joseph College (2021)

### Bachelor of Science in Business Admin-General

University of San Jose-Recoletos (2015-2018)

### Paku National High School

Paku, Bontoc, Southern Leyte (2011-2015)



## Work Experience

February 2019 - May 2022

Local Government Unit - Bontoc , Southern Leyte

### Administrative Clerk

- Accept clients to record their civil registry documents.
- Endorse civil registry documents to PSA.
- File, keep and preserve in a secured place the books required by law Assist, receive, and prepare all petitions for Correction of Clerical error, annotation, legitimation of civil registry documents.
- Maintain the cleanliness and worthiness of equipment in the office including supplies.

November 2017 - February 2018

Land Asia Realty - Cebu, City

### Office staff-OJT

- Answer calls and directing inquiries
- Collaborate with other development teams