



Mariah Kyle Soller

Contact

- +639302838760
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- 905-A A Mabini St. Poblacion Zone 1 Baybay City, Leyte

About Me

I am a dedicated and driven individual who faces challenges with determination and a positive mindset. I don't hold back in pursuing my goals, taking pride in my perseverance and strong work ethic. Fueled by passion for my field, I strive to grow continuously, embrace new opportunities, and inspire others through my commitment to excellence.

Skills

- Teaching Skills**
- Technical Skills:** Email management, data management using spreadsheets and Excel, proficiency in Microsoft PowerPoint and Google Docs, calendar management, meeting scheduling, versatile in handling various administrative tasks.
- Tools Proficiency:** Familiarity with social media platforms such as Facebook, Instagram, LinkedIn, and YouTube; Microsoft Office tools including Excel, Word, and PowerPoint; Google Workspace tools like Google Sheets, Docs, and Forms; and Canva for content creation and design.
- Soft skills:** Time management, interpersonal skills, strong work ethic, effective communication, attention to detail, adaptability, and teamwork.

Education

- TERTIARY** 2020-2024
Bachelor of Science in Business Administration major in Financial Management
Saint Paul School of Professional Studies
Campetic Palo, Leyte 6521 Philippines
- SECONDARY** 2018-2020
Senior High School
Accounting, Business & Management
Visayas State University Integrated High School
Visca, Baybay City, Leyte 6521
- SECONDARY** 2014-2018
Junior High School
Visayas State University Laboratory High School
Visca, Baybay City, Leyte 6521

Experience

- College Instructor** February 2025 - May 2025
Department of Business & Management
Faculty of Management and Economics
Visayas State University
Visca, Baybay City, Leyte
- Business Development Consultant** July 2025 - Present
KEA Management Consultant Services
Faculty of Management and Economics
Visayas State University
Visca, Baybay City, Leyte
- Internship** June 2024 - October 2024
Land Bank of the Philippines
Leyte Lending Center
2nd Flr. LBP Bldg Brgy. 59-B Sagkahan, Tacloban City, Leyte
- Freelance VA - Administrative** September 2022 - February 2025
Hire Programmers
Denver, Colorado, USA
- Work Immersion** January 2020 - March 2020
80-hours of Work Immersion - SHS
Visayas State University
Visca, Baybay City, Leyte

Awards & Achievements

- Chartered Financial Management Analyst** September 17, 2023
Institute of Accounting Technologists, Inc.
ICPAR / Accounting Certificate and Training Institute
Cauyan City
- Civil Service Commission** August 20, 2023
Professional Level Passer
Tacloban City



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Organizational Membership

Junior People Management Association of the Philippines

Saint Paul School of Professional Studies Chapter - Member
Campetic, Palo, Leyte

References

Sheerwina Mae G. Balotite

Assistant Professor II
Visayas State University
09104583906
sheerwinamae.gonzaga@vsu.edu.ph

Prime Anthony B. Torres

Coordinator, BSBA Financial Management and Human Resource Management Saint Paul School of Professional Studies
09665291468
primeanthony.torres@spsp.edu.ph

Chin Bien R. Lim

Franchisee
BUT FIRST, COFFEE - Leyte Region
09752218816
chinbienlim@gmail.com

Dean's Lister: Honors

March 9, 2023

First Semester, Academic Year 2022-2023
Saint Paul School of Professional Studies
Palo, Leyte

Dean's Lister: Honors

September 26, 2022

Second Semester, Academic Year 2021-2022
Saint Paul School of Professional Studies

Trainings & Seminars

Online Training on "Prolipig: Using DNA Markers to Produce More Piglets"

June 3, 2025

Zoom Cloud Meeting, DA-Philippine Carabao Center
National Headquarters and Gene Pool, Science City of Muñoz, Nueva Ecija

Online Training on the Preparation of Feasibility Study and Business Plan

May 26-27, 2025

Zoom Cloud Meeting, Visayas Socio-Economic Research and Data Analytics Center

Digitize your Survey Tool with KoboTool and XLSForm

May 22, 2025

Zoom Cloud Meeting, Visayas Socio-Economic Research and Data Analytics Center

Fostering Psychological Safety in the Workplace

April 30, 2025

VSU Convention Center, Visayas State University
Visca, Baybay City, Leyte

Assessment in Learning: Training Workshop on Standardizing Test Questions

March 20-21, 2025

VSU Convention Center, Visayas State University
Visca, Baybay City, Leyte

JPMAP Summit 2022 – ACTIVATE: New Breakthroughs

September 18, 2022

Zoom Cloud Meeting

8th Career Congress with the theme "Navigating the World of Opportunities in the Modern Era"

April 10, 2022

Zoom Cloud Meeting

I certify that the above information is true and correct to the best of my knowledge and belief.

MARIAH KYLE B. SOLLER