

## KYLE BRITNEY P. GOLTIANO

kylegoltiano@gmail.com | 09120418830

Ponong Bato, Leyte



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**OBJECTIVE:** To acquire valuable knowledge and skills to complement those that I have learned from school in an actual job environment. In return, I offer my service and determination to be an asset to your respected company throughout the duration of my job period.

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### PERSONAL INFORMATION:

Date of Birth	:	February 6, 2000
Place of Birth	:	Bato, Leyte
Civil Status	:	Single
Citizenship	:	Filipino
Gender	:	Female
Religion	:	Roman Catholic

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### EDUCATIONAL BACKGROUND:

2018 – 2022	Eastern Visayas State University – (College) Bachelor of Science in Office Administration (Cum Laude) Tacloban City
2016– 2018	Saint Joseph College – (Senior High School) Accountancy, Business and Management Strand Maasin City
2012 – 2016	Bato School of Fisheries (Junior High School) Bato, Leyte
2006 – 2012	Bato Central School (Grade 1-6) Bato, Leyte

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## **QUALIFICATIONS**

- Dedicated and hardworking individual
- Willing to learn
- Values time management
- God fearing
- Flexible
- Fast learner

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## **SKILLS**

- Oriented in Microsoft Office Application such as:
  - Microsoft Office Word
  - Microsoft Office Excel
  - Microsoft Office PowerPoint
- Skilled in writing memos and reports using Microsoft Office
- Capable of editing pictures, files and presentation using different Microsoft Windows Applications.
- Excellent in written and verbal communication

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## **CHARACTER REFERENCE**

CHERYL ABRIA-MEDINO, LPT,MAED, DEV.ED.D (Cand.)

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