



SHAIRA B. MANAPSAL

PROFILE

A motivated and adaptable individual with diverse experiences encompassing teaching, administrative and technical tasks that has relentless drive for personal and professional development, demonstrated by eagerness to undergo further training and pursue additional studies.

CONTACT ME

+639-165-390-892
manapsalshaira@gmail.com
Inopacan, Leyte,
Philippines 6522

➤ EDUCATION

SOUTHERN LEYTE STATE UNIVERSITY

Master in Management
2024 - Present

VISAYAS STATE UNIVERSITY

Bachelor of Science in Biotechnology
2014 - 2019

➤ LANGUAGE

Native Filipino
Advanced English

➤ SKILLS

- Computer Literate with advanced knowledge in MS Word, MS Excel, and MS PowerPoint.
- Strong problem-solving and analytical skills
- Excellent communication and collaboration abilities

➤ WORK EXPERIENCE

AGRICULTURAL TECHNICIAN I

September 2023 - Present

Performs administrative and technical tasks in support to the Office of the Institute of Tropical Ecology and Environmental Management and to Visayas State University.

JOB ORDER - CLERK | SOUTHERN LEYTE STATE UNIVERSITY

July 2021 - September 2023

Performed administrative and technical tasks in support to the Offices of the Guidance and Counseling, VP for Student and Auxiliary Services, and VP Academic Affairs.

PART-TIME FACULTY | SOUTHERN LEYTE STATE UNIVERSITY

October 2020 - December 2022

Provided high-quality education and facilitate the learning process for students at the college level.

CONSORTIUM SECRETARIAT

February 2020 - June 2021

Performed administrative and technical tasks in support to Visayas-Mindanao Consortium of Journal Publication, Inc and to the Office of the VP for Academics, Research and Innovation.