



AIRA M. DESADES

Brgy. Maitum, Baybay City, Leyte

OBJECTIVE:

Possess a positive and effective work strategy with the willingness to work above and beyond the call of duty. I am truly motivated, passionate and hardworking to meet your qualifications as Administrative Aide VI. Moreover, I would like to improve my skills and abilities more to attain a quality of work.

PERSONAL INFORMATION

Birth date	:	April 14, 1999
Birthplace	:	Baybay City, Leyte
Sex	:	Female
Civil Status	:	Single
Religion	:	Roman Catholic
Nationality	:	Filipino
Contact Number	:	09757739078
E-mail Address	:	airadesades10@gmail.com
<u>Position Applied for</u>	:	Administrative Aide VI

WORK EXPERIENCES

- Part-time Saleslady, 10/2017-12/2020
Virginia Almilor Fruits and Rootcrops
Baybay City Market
- Full-time Saleslady, 06/2021- Current
Virginia Almilor Fruits and Rootcrops
Baybay City Market
- Internship Student Teacher, 01/2021- 04/2021
Franciscan College of the Immaculate Conception
Zone 1, A. Bonifacio ST., Baybay City, Leyte
- Substitute Teacher for a duration of 7 months
Baybay City Division Office

SKILLS

- Good analytical skills

- Good communication skills
- Knowledgeable in written and oral communication
- Capable of adapting to new environment
- Computer and internet literate
- Decision making, critical thinking, organizing and planning
- Ability to work with senior management

EDUCATION ATTAINMENT

2010 – 2011	Elementary Education Maitum Elementary School Brgy. Maitum, Baybay City, Leyte
2014 – 2015	Secondary Education Plaridel National High School Brgy. Plaridel, Baybay City, Leyte
2020 – 2021	Bachelor in Elementary Education Franciscan College of the Immaculate Conception Baybay City, Leyte

SPECIAL TRAININGS

LEADERSHIP TRAINING WEBINARS

PHILIPPINE ASSOCIATION FOR TEACHERS AND EDUCATORS REGIONAL
TEACHING CONGRESS 2021 (PAFTE)

PERSONAL TRAITS

Hardworking, Honest, Friendly, Reliable, Trustworthy, Compassionate and Loyal.

REFERENCES

Genevieve Marie T. Bactasa, MA

FCIC, Program Head for Teacher Education

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