

# IAN NIÑO S. PANILAG

Brgy. Santo Niño Tanauan, Leyte  
Cell # 09122454333  
Email: ianninopanilag@gmail.com

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## CAREER OBJECTIVES

To be part of a company and to enhance my skills and knowledge.

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## EDUCATIONAL ATTAINMENT

**TERTIARY** : Eastern Visayas State University  
Tacloban City  
2019-2020

**Course** : Bachelor of Science in Information Technology

**SECONDARY** : Tanauan National High School  
Brgy. Canramos Tanauan, Leyte  
2014-2015

**PRIMARY** : Sto. Niño Elementary School  
Brgy. Sto Niño Tanauan, Leyte  
2010-2011

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## PERSONAL INFORMATION

**Date of Birth:** January 15, 1998  
**Age:** 26  
**Mother:** Glenda Panilag  
**Father:** Noel Panilag  
**Religion:** Roman Catholic

**Place of Birth:** Palo, Leyte  
**Civil Status:** Single  
**Occupation:** Housewife  
**Occupation:** Government Employee

## **SKILLS/ EXPERTISE**

- Computer Enthusiast
  - Quick Learning
  - MS Office Competent
  - Eager to Learn New Things
  - Can Perform Well Under Pressure
  - Average Typing Skill
  - Average Communication Skills
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## **WORK EXPERIENCE**

Administrative Assistant II  
Contract of Service  
Department of Social Welfare and Development Field Office VIII  
Palo, Leyte  
September 19, 2023 - Present

Administrative Aide IV  
Contract of Service  
Department of Social Welfare and Development Field Office VIII  
Palo, Leyte  
June 06, 2022 – September 18, 2023

Data Entry Keyer  
Contractual  
Freight Processing Outsourcing Inc.  
May 19, 2021 – June 03, 2022

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## **CHARACTER REFERENCES**

**DAISY MAE D. CERA**  
Immediate Supervisor  
DSWD FOVIII – Records and Archives Management Section  
Palo, Leyte  
Phone Number : (0917) 700 4780

**ALNOR A. REALINO**

Co-Employee

DSWD FOVIII – Records and Archives Management Section

Palo, Leyte

Phone Number : (0969) 507 1465

I hereby certified that the above information is correct to the best of my knowledge and belief.

  
**IAN-NINO S. PANILAG**  
Applicant