

## DARLYN C. LLANOS

Brgy. Hinaguimitan, Mahaplag, Leyte-6512

February 11, 1995

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+63-916-144-6257



- A committed and detail-oriented type of employee with extensive experience in public service, document management, and customer support
- Passionate about continuous learning and growth, with a deep desire to serve the community by contributing organizational and administrative skills to a dynamic work environment.

### RELEVANT SKILLS:

- Canvass and purchase office supplies and equipment
- Customer service support
- Assessed documents for liquidation and/or billing
- Process government properties for disposal
- Inventory of government properties and accountable forms
- Customer service support
- Administrative support
- Data entry and records management
- Social media marketing
- Microsoft Office (Advanced)
- File organization and monitoring
- Document examination
- Photo and video editing

### EDUCATIONAL BACKGROUND:

- **Primary Education**  
Mahaplag Central School, Poblacion, Mahaplag Leyte (2001 – 2007)
- **Secondary Education**  
Mahaplag National High School, Brgy. San Isidro, Mahaplag, Leyte (2007 – 2011)
- **Bachelor of Science in Shipping Management**  
Palompon Institute of Technology, Palompon, Leyte (2011 – 2015)
- **Master of Management (With Thesis)**  
Palompon Institute of Technology, Palompon, Leyte (January 2020 – May 2025)

### WORKING EXPERIENCES:

- **Utility Worker**  
Bureau of Customs, Sub-Port of Isabel, Leyte (April 1, 2015- December 31, 2015)

- **Administrative Aide**

Bureau of Customs, Sub-Port of Isabel, Leyte (January 1, 2016-December 31, 2017)

- **Administrative Services Aide**

Bureau of Customs, Sub-Port of Isabel, Leyte (January 1, 2018-October 18, 2019)

- **Administrative Aide I**

Bureau of Customs, Sub-Port of Isabel, Leyte (October 23, 2019-March 11, 2022)

- **Administrative Officer I**

Bureau of Customs, Sub-Port of Isabel, Leyte (March 14, 2022 – Present)

**LANGUAGES:**

- Cebuano, Tagalog, English, Waraynon

**CERTIFICATES OF COMMENDATION**

- Certificate of Commendation in invaluable contribution to Port of Tacloban's commendable performance from January 2024 to June 2024
- Certificate of Commendation in invaluable contribution to Port of Tacloban's commendable performance for the month of July 2022