



DANILO V. SERATO

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San Agustin Baybay City,
Leyte

ABOUT ME

A passionate, hardworking and committed administrative assistant who has 6 years of experience when it comes to administrative and clerical task. Always open for new ideas and opportunities that will provide a stable and much better career growth.

EDUCATION

2020-2021

ALTERNATIVE LEARNING SYSTEM: BUNGA NATIONAL HIGH SCHOOL

WORK EXPERIENCE

2015-2025

VSU LABORATORY HIGH SCHOOL

Serves as carpenter in VSU Laboratory High School which is responsible for the repair and maintenance of the classrooms, buildings and hallways.

CHARACTER AND SKILLS

- Honest
- Hardworking
- Trustworthy
- Can work under pressure
- Good in decision making
- Carpentry skills
- Farming skills