



Kyla A. Acero

☎ 09753878591

✉ kylaacero17@gmail.com

📍 Poblacion Zone 1 Baybay City, Leyte

🔗 kylaacero17@gmail.com

CAREER OBJECTIVE

A hardworking and flexible Education graduate seeking to start a career in Visayas State University at the Department of Horticulture as an Administrative Aide III (Clerk I). I have strong communication and time management skills, and I handle tasks with care and attention to detail. I'm eager to learn and contribute to the team by organizing documents and assisting in office procedures.

SKILLS

- Strong attention to detail in handling task.
- Time management and ability to meet deadlines.
- Knowledgeable in MS Word, Excel, and PowerPoint.
- Effective written and verbal communication.
- Adaptability and eagerness to learn new tasks.
- Ability to work well independently and in a team.

EXPERIENCE

Practice Teaching Intern

Baybay I Central School

September 2024 – November 2025

- Created professional documents and presentations using Microsoft Word and PowerPoint
- Developed strong interpersonal and communication skills through regular interaction and coordination

EDUCATIONAL BACKGROUND

Bachelor of Elementary Education

Visayas State University

Year Graduated - 2025

Senior High School

Baybay City Senior High school

Year Graduated - 2021

ACHIEVEMENTS

- Honor Student at Visayas State University (VSU)
- Certification of Internship Performance
- Design and Implemented an Action Research for improving the writing skills of students

REFERENCE

April Jae G. Custodio

Former Adviser

09152630875

Rizalina D. Truya

Former Adviser

09266991012