



KATHLEEN MAE M. CUATON

Administrative Assistant II

PROFILE

Detail-oriented and highly organized Environmental Science graduate seeking to leverage strong administrative, communication, and multi-tasking skills as an Administrative Assistant. Eager to provide efficient office support, maintain accurate records, and ensure smooth daily operations while contributing to the team's productivity and organizational goals.

CONTACT

PHONE:

09616330119

EMAIL:

Kathleencuaton21@gmail.com

ADDRESS:

Barangay Catublian,
Hinunangan, Southern Leyte,
6608

HOBBIES

Reading
Hiking
Travelling
Drawing

EDUCATION

Bachelor of Science in Environmental Science

Visayas State University – Main Campus

A multidisciplinary program focused on sustainability, environmental systems, and scientific research. I have developed strong analytical, organizational, and documentation skills through research projects, data management, and field coordination activities. This academic background has trained me to work with accuracy, maintain confidentiality, and adapt to various administrative demands.

ACHIEVEMENTS

Civil Service Eligibility – Career Service Professional Passer

Successfully passed the Career Service Professional Examination, qualifying for government service positions requiring eligibility.

Top 2 – ROTC Summer Camp Training (Palo, Leyte)

Ranked 2nd overall among participants during the Reserve Officer Training Corps (ROTC) Summer Camp Training, demonstrating leadership, discipline, and excellence in physical and tactical performance.

SKILLS

Microsoft literate (MS Word, MS Excel, MS Powerpoint)
Computer Literate
Verbal communication
Organized
Adaptability