

SALOME M. BORELA

Purok 2, Brgy. San Agustin, Baybay, Leyte

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CAREER OBJECTIVE:

To build career in a growing university, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

PERSONAL PROFILE

Place of Birth	:	Baybay City, Leyte
Date of Birth	:	January 16, 2003
Age	:	22yrs. Old
Sex	:	Female
Height	:	4'10
Weight	:	45kg
Civil Status	:	Single
Religion	:	Roman Catholic
Father's	:	Mr. Renato A. Borela
Mother's	:	Mrs. Bernardita M. Borela

EDUCATIONAL ATTAINMENT

College	:	Visayas State University Main Campus, Visca Baybay City, Leyte Bachelor of Science in Agriculture August 2021 – July 2025
Senior High	:	St. John Parochial School Tiaong, Quezon June 2019 - May 2021
Junior High	:	Bunga National High School Baybay City, Leyte June 2015 – March 2019
Primary	:	San Agustin Elementary School San Agustin Baybay City Leyte June 2009 – March 2015

SKILLS:

- Demonstrates integrity and professionalism in all tasks and responsibilities.
- Provides excellent customer and public service

- Having good communication, both written and verbal.
- Works well with others and maintains positive interpersonal relationships
- Able to easily adapt to change and work within various situations.
- Promotes a gender-responsive and inclusive work environment.
- Has basic knowledge of administrative services and office management
- Applies critical thinking and problem-solving skills
- Knowledge in Documents and Records Management
- Able to facilitate discussions and group activities
- Understands process improvement and procedure compliance
- Skilled in basic report writing and documentation

EXPERIENCES:

My relevant work experience includes participation in the one-month Cash-for-Work Program at the Commission on Audit (COA), performing data encoding, document filing, record organization, and other basic clerical and administrative works, including assisting in the processing of langka chips. On-the-job training was completed at a broiler breeder farm in Nueva Ecija, where I assisted in documentation activities and monitored inventory, feeding schedules, and sanitation records. I have also acquired relevant experience through a one-month tutoring engagement, teaching a child basic alphabet skills, and foundational business management abilities developed by assisting in operating our family-owned small business.

I certify the best of my knowledge that the above information is true and correct.


SALOME M. BORELA
Applicant