

KENNETH JHAKE S. SOLIVA

Brgy. Mohon, Tanauan, Leyte

09192851800

kennethsolival7@gmail.com



OBJECTIVE

To prove my hardworking and passionate characteristics towards my profession. Willing to serve with dedication to the assigned work. Possesses good work ethics and very flexible to her work.

SUMMARY OF QUALIFICATION

I am confident that my enthusiasm in administrative task in ensuring a smooth and efficient organizational operations will make an asset to your institution. I will make sure to create collaborative and support daily office procedures to ensure our administrative activities run smoothly on a daily and long-term basis.

PERSONAL DATA

Date of Birth: August 30, 2000

Place of Birth: Tanauan, Leyte

Age: 24

Mother's Name: Raquel S. Soliva

Father's Name: Romeo T. Soliva Jr.

Gender: Female

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

EDUCATIONAL BACKGROUND

TERTIARY EDUCATION

Bachelor of Secondary Education Major in Science

2019 - 2023

Academic Excellence Awardee

Eastern Visayas State University- Tanauan Campus

Tanauan, Leyte

SECONDARY EDUCATION

Senior High School

2017 - 2019

With Honor

Tanauan National High School

Tanauan, Leyte

Junior High School

2013 - 2017

Special Science Class

With Honor

Tanauan National High School

Tanauan, Leyte

PRIMARY EDUCATION

Mohon Elementary School

2012 -2013

Academic Excellence Awardee

Brgy. Mohon, Tanauan, Leyte

SKILLS

- Responsible with the task given
- Willing to learn more
- Computer literate and technology oriented
- Good at adaptability of new environment and changing generation
- Communicate clearly and positively with coworkers and management
- Flexible and goal oriented

SEMINARS AND TRAINING ATTENDED

- **CLUP (Comprehensive Land Use Plan): Legitimization of the CLUP and Communication Planning**
LGU Tanauan Municipal Hall
October 29 & 30, 2024
- **REGIONAL PRE-SERVICE TEACHERS CONGRESS 2023**
THEME: "Exposing Teachers on Internationalization Strategies; Developing Global Mindset"

Conducted by PAFTE Regional VIII Organization

April 22, 2023

- **Art of Questioning and Lesson Planning Seminar**

Conducted by Student Teacher Association (STA)

January 20, 2023 at EVSU - Tanauan Campus GM Building

EXPERIENCE

- **Clerical Aide I**

August 1, 2023 - Present

Business Permit and Licensing Office - Tanauan, Leyte

Local Government of Tanauan

Tanauan, Leyte

REFERENCE

Rodele E. Maceda

BPLS - OIC

Local Government Unit of Tanauan

Tanauan, Leyte

09272818368

Mary Rose Mosca

Palo, Leyte

09944084485

Sebastian A. De Veyra

School Principal

Malaguicay Elementary School

Tanauan, Leyte

09464895604

I hereby declare that all information given are true and correct.


Kenneth Soliva S. Soliva
Applicant