# CLARENCE CARL R. CANLAS

#### **Contact Information**

Sta. Lucia Magalang Pampanga.



09105740614



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### **OBJECTIVE**

To enhance my skill set within the industry and contribute effectively to your company based on my current capabilities. Committed to continuous learning and knowledge expansion, I am up to take on challenges and grow both professionally and personally.

#### **EDUCATION HISTORY**

# **Madapdap Resettlement Senior High School**

- San Fernando Avenue, Mabalacat, **Philippines**
- 2018-2020

## **Madapdap Resettlement High** School

- San Fernando Avenue, Mabalacat, Philippines
- 2014-2018

## **Bacolor Elementary School**

- Madapdap, Bacolor Elementary, Pampanga
- 2018-2020

#### REFERENCE

## Kathleen Kaye R. Baking **CPA**

kbaking0526@gmail.com 0999-166-2951

#### PERSONAL INFORMATION

• Age: 22 years old

• Birthday: October 26, 2001 • Birthplace: Mabalacat City

• Civil status: Single • Religion: Born Again

Language: Kapampangan/Tagalog/English.

#### **WORK EXPERIENCE**

#### Work Immersion at VXI company

- Employee File and Data Organizer
- HR Support Intern

#### SKILLS

- Basic computer literacy skills
- Goos at problem-solving
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills
- Handling sensitive employee information with discretion

I hereby declare that all of the information is true and correct to the best of my knowledge and belief.

> Clarence Carl R. Canlas Signature over printed name