



SHILOH RUTHIE SALES CANLAS

“The expert in anything was once a beginner.” – Anonymous

Age: 26 years old
Birthdate: 11/29/95

Religion: Born Again Christian
Nationality: Filipino

WORK EXPERIENCE

MISSION

I strive to become a proactive employee by engaging in activities that results in professional growth that would benefit the company I will work for.

EDUCATION

2012 – 2013

University of Bohol

Maria Clara St., Tagbilaran City
Bachelor of Fine Arts Major in
Advertising Arts

2013 – 2017

Notre Dame of Dadiangas University

Marist Avenue, General Santos City
Bachelor of Arts Major in Psychology

AFFILIATES

STUDENT LEADERSHIP AWARDEE

Peer Facilitator of the Year 2016

President, Peer Facilitator Society 2017
Notre Dame of Dadiangas University

CONTACT DETAILS

Home Address

Phase II Blk. 17 Lots 2-3 Gensanville
Subdivision, Brgy. Bula, General Santos
City, 9500 South Cotabato, Philippines

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Email

 shilohruthiecanlas@gmail.com

April 2018 to
June 2018



April 2019 to
October 2020



March 2021
to July 2021



1st Set
October 2020
to November
2020

2nd Set

September
2021 to
November 2021

HR Staff at B-ADS GRAPHICS ICON

General Santos City 9500

- Spearheaded the 1st Team Building Program
- Regulated workstations cleanliness
- Re-organized employee records
- Doing recruitment process of new employees

AUTO SALES ASSOCIATE at HONDA CARS GENERAL SANTOS, INC.

General Santos City 9500

- Offered clients promos to suit their budget
- Computed the Price Quotation for the desired unit
- Participated in all transactions to secure client satisfaction
- Strived to improve the After Sales Service

PRECISE CUSTOMER COMMISSIONER at FMLI hired by Shenzhen Chalk Art Tech Co., Ltd.

BPO / non-voice remote work

- Managed the company's 5 social media accounts
- Created email marketing content and follow-ups
- Was active on WhatsApp and FB Messenger for international inquiries

PRODUCTION ASSISTANT hired by Radio Livestream Host: Belinda Sales Canlas

Home Radio 98.3 General Santos City 9500

- Actively participated and co-handles livestreaming from the Facebook Page
- Created social media contents of the FB page for the next schedule of guests

SKILLS

Microsoft Office

- Microsoft Word, Power Point, and Basic Microsoft Excel

Languages

- Intermediate English (Written and Oral Communication)
- Basic Visayan /Bisaya (Oral Communication)

Photo, Video Editing and Livestreaming

- Canva Photo and Video Editor
- Basic Adobe Photoshop
- Open Broadcaster Software (OBS)

 facebook.com/canlas.shilohruthie



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ON-THE-JOB (OJT) STUDENT TRAINING

CLINICAL SETTING

DUTIES AND RESPONSIBILITIES

One of the Facilitators for a
Structured Learning Experience (SLE)



NEW DAY RECOVERY CENTER (NDRC)

Beach Club Road, Lizada Street, Lanang Vicente
Hizon Sr., Buhangin, Davao City

- Prepared an interactive experience on a specific subject (e.g. Abraham Maslow's Hierarchy of Needs) where participants are able to enjoy learning through participation

INDUSTRIAL SETTING

Additional Staff for
Human Personnel Office (HPO)



SOUTH COTABATO ELECTRIC COOPERATIVE, INC.

Jose Catolico Sr. Avenue, General Santos City

- Provided assistance to the manager and other employees through clerical work and administered Personality Tests to new employees

SCHOOL SETTING

Additional Staff for
Guidance Counselor: Ms. Nicol B.
Suba-an, MA, RGC



NOTRE DAME OF DADIANGAS UNIVERSITY

Marist Avenue, General Santos City

- Provided assistance through administering entrance tests to new enrolled students
- Placed all testing materials in alphabetical order and by category
- Welcomed all enrolled students through a short program on school facilities and important school ground regulations

OTHER INFORMATION

Mother: Belinda L. Sales-Canlas
Communications Consultant
Freelance Writer & Columnist
belca.87@gmail.com

Father: Gary V. Canlas
Engineer, Project-in-Charge
DMCI Consunji, Inc.
gvcanlas_124@gmail.com

Sibling: Hezekiah Kit S. Canlas
Political Affairs Officer II, Office of
Rep. Shirley L. Bañas-Nogralles, 1st
District of South Cotabato and
General Santos City, House of
Representatives
hezekiahkitcanlas@gmail.com