

## Contact

[www.linkedin.com/in/royet-timoteo-490b58299](https://www.linkedin.com/in/royet-timoteo-490b58299) (LinkedIn)

## Top Skills

Microsoft Office  
Technical Support  
Data Entry

# Royet Timoteo

Human Resource Staff - IT / CSC Professional Passer  
Pampanga, Central Luzon, Philippines

## Summary

Going 4 years as a HR Staff, I am in charge in preparing of Job Order Contracts, updating records of employees, processing of leave application and leave credits, answering E-mails. Also do stuff like pc troubleshooting, and photoshop.

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## Experience

Municipality of Apalit  
Human Resources Staff  
July 2020 - Present (4 years 6 months)  
Apalit, Central Luzon, Philippines

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## Education

ACLC College  
Bachelor's degree, Information Technology · (June 2013 - March 2017)