

# KYLA LLANES



+63 953 295 6436    kyla.llanes@hcdc.edu.ph

Jacinto St. Arellano Ext, Davao City

## PROFILE

Familiar with various technologies and tools, including hardware/software troubleshooting, front-end development, and graphic design tools like Canva. New to Adobe Photoshop but eager to learn and improve. Open to understanding company workflows and adapting to new environments. Enthusiastic about taking on challenges to enhance my technical and creative skills while contributing under the guidance of experienced professionals

## EDUCATION

**BACHELOR OF SCIENCE IN      2021 - PRESENT**  
**INFORMATION TECHNOLOGY**

HOLY CROSS OF DAVAO COLLEGE

**ACCOUNTANCY, BUSINESS &      2019 - 2021**  
**MANAGEMENT**

DAVAO CITY NATIONAL HIGH SCHOOL

## SOFT SKILLS

Detail Oriented & Organized

Willingness to learn new technologies

Team Player

## WORK EXPERIENCE

**CUSTOMER REPRESENTATIVE**  
**(NON - VOICE)**

**Uptalk Solutions      APRIL 2023 - JUNE 2023**

**SPLACE BPO**  
**INTERNSHIP      MARCH 2025 - JUNE 2025**

## TECHNICAL COMPETENCIES

Basic IT troubleshooting and support

Graphic Design Tools