



LAKEISHA SEPARA

*Social Media Manager
and Data Entry Clerk*

PROFILE

Birthday: September 15, 2005

Nickname: Lucky, Sha

Age: 17


As a consecutive honor student, I consider myself responsible, efficient and a problem solver.

I am imbued with positive values that is essential to provide the best work quality.


HOBBIES

- Talking to Friends
- Solving puzzles
- Read Science books
- Play Games
- Learn new things
- Watching Anime

CONTACT ME

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 Sogod St. Barangay
83, San Jose,
Tacloban City,
Leyte, Philippines

➤ EDUCATION

EASTERN VISAYAS STATE UNIVERSITY

Junior High School from Years 2017 - 2021

Consecutive Honor Student

EASTERN VISAYAS STATE UNIVERSITY

Senior High School from Years 2021 - 2023

Graduated With High Honors

LEYTE NORMAL UNIVERSITY

*Bachelor of Secondary Education major in
Science student from years 2023 - Present*

➤ LANGUAGE

English.

Filipino

Waray-waray dialect

➤ SKILLS

Good Communicator

Data Entry

Attention to detail

Fast Learner

50+ WPM typing speed

Video and Audio Editing

Graphic Designing

Song Writing (example: Jingle Making)

➤ VOLUNTEER EXPERIENCE

ON-THE-JOB TRAINING

Did Admin tasks, which includes Data Entry, in the Natural Sciences Department in Eastern Visayas State University-Main Campus between March 2023 to May 2023.