



SHEEN MORALES SALAMAÑA

ADMINISTRATIVE AND ICT PROFESSIONAL
CAREER SERVICE PROFESSIONAL ELIGIBLE
COMPUTER ENGINEERING GRADUATE

CONTACT

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- S Residences Condominium,
Pasay City, Philippines

EDUCATION

Bachelor of Science in Computer Eng'g
University of San Agustin
Iloilo City | 2016

ELIGIBILITY

Career Service Professional Eligibility
Civil Service Commission
August 2023

AWARDS & RECOGNITIONS

- Special Citation Contributor – DFA Paperless: 1 Million Sheets Saved Campaign, Development Academy of the Philippines (DAP), 2025
- Top Performing DOST Grantee – Department of Science and Technology (DOST), 2021
- Outstanding Augustinian Student (TOAST) – University of San Agustin, 2016
- Leadership Award Recipient – University of San Agustin, 2016
- President, Augustinian Computer Engineering Society (ACES) – University of San Agustin, 2015–2016
- President, Epsilon Alpha Chi Organization (College Student Council) – University of San Agustin, 2015–2016
- Chairman, Student Government – Northern Iloilo Polytechnic State College Laboratory High School, 2010–2011
- Certificate of Recognition, Student Leadership – University of San Agustin, 2016
- Certificate of Recognition, Organizational Leadership – University of San Agustin, 2016

SKILLS

- Administrative Operations and Office Management
- Records and Document Management
- Database Management and Data Analysis
- Stakeholder Coordination and Client Relations
- Project Coordination and Process Improvement
- Technical Support and IT Troubleshooting
- Data Privacy and Cybersecurity Awareness
- Web Development (Laravel, PHP, MySQL, JavaScript)
- Microsoft Office Suite and Google Workspace



PROFESSIONAL SUMMARY

Career Service Professional Eligible and Computer Engineering graduate with experience in government service, administrative operations, records management, stakeholder coordination, and IT support. Skilled in documentation, database management, report preparation, and technical troubleshooting. Currently enhancing web development skills while maintaining a strong commitment to public service excellence.



WORK EXPERIENCE

Department of Foreign Affairs (DFA) 2024 – PRESENT

Administrative Assistant II / Communications Officer

- Provides administrative and clerical support to office operations.
- Drafts reports, memoranda, correspondence, and official communications.
- Maintains office records, databases, and monitoring systems.
- Performs records management, digitization, filing, and document tracking.
- Coordinates with internal and external stakeholders.
- Supports office digitalization and paperless initiatives.

Central Macaroni, Inc. 2021 – 2022

Export Staff / IT Staff

- Processed export documentation and shipment requirements.
- Coordinated with shipping lines, customs brokers, truckers, and government agencies.
- Prepared permits, liquidation reports, and export-related documents.
- Maintained export records and databases.
- Provided technical support, network maintenance, and troubleshooting services.
- Installed and maintained computer hardware, software, and network systems.

MSaligumba Realty 2018 – 2020

Administrative Staff / IT Staff

- Managed client records and administrative documentation.
- Performed data encoding and database maintenance.
- Prepared reports, correspondence, and office documents.
- Assisted clients with inquiries and documentation requirements.
- Installed and maintained computers, printers, and networking equipment.
- Provided technical support and troubleshooting services.

Department of Foreign Affairs (DFA) 2017 – 2018

Voter Registration Machine Operator (VRMO) Assistant

- Conducted applicant interviews and document verification.
- Evaluated passports and supporting documents.
- Encoded and validated applicant information in registration systems.
- Installed, operated, and maintained Voter Registration Machines (VRMs).
- Provided technical and administrative support during overseas voter registration activities.
- Assisted Filipino applicants throughout the registration process.