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Nalyn A. Maitang is a graduate of **Bachelor of Science in Management Accounting from the University of the Cordilleras**. Since 2023, she has been serving as an **Executive Assistant to the President of Mountain Province State University (MPSU)**, providing administrative, research, coordination, and documentation support to the Office of the President.

As part of her role, she is actively involved in the **conceptualization and preparation of institutional project proposals for funding consideration**. She conducts research, develops project concepts, prepares proposal narratives and supporting documents, and coordinates with concerned university offices to consolidate technical and administrative requirements for submission to various agencies and potential funding partners.

Among the projects she has helped develop are proposals for the **Espresso and Coffee Library Museum, Community Closet, and various university infrastructure and development projects**. Through these initiatives, she contributes to advancing institutional programs, improving university facilities and services, and supporting the strategic development priorities of Mountain Province State University.

Her professional experience reflects strong capabilities in **proposal writing, project development, administrative coordination, research, documentation, and executive support**, complemented by her background in management accounting and her commitment to contributing to institutional development.