**REA**

**Rea.361684@2freemail.com**

**OBJECTIVES**

**To acquire a position in your esteemed business organization which I can apply my capabilities and knowledge as an Office Administration graduate, to develop myself into a well-rounded and productive individual and at the same time to contribute positive outlook in your business organization.**

**PROFESSIONAL SKILLS**

\*Computer Literate (MS Word, Excel, PowerPoint, Internet)

\*Analytical and Typing Skills

\* Decision-Making and Leadership Skills

**QUALITIES**

\* Hard-working and motivated

\* Flexible and has a good work ethics

\* Trustworthy

**EMPLOYMENT RECORD**

**Collection Clerk**  April 2014 up to present

Petron-Naga Fuel Express Zone

Naga City, Philippines

**Secretary**  April 12, 2013 – November 30, 2013

OM3 Agri-Business

Iriga City, Philippines

**ON-THE-JOB TRAINING**

**Office Assistant** February 20, 2012–March 14, 2012

Public Attorney’s Office

Hall of Justice

Iriga City, Philippines

**Office Assistant** January 3, 2012– January 26, 2012

Finance Department

Villa Caceres Hotel

Naga City, Philippines

**AWARDS RECEIVED**

**Outstanding in Office Practicum** 2012

University of Northeastern Philippines

Iriga City, Philippines

**Outstanding Folkloric Member of the Year** 2012

University of Northeastern Philippines

Iriga City, Philippines

**EDUCATIONAL ATTAINMENT**

**Tertiary: Bachelor of Science in Office Administration** 2008 - 2012

University of Northeastern Philippines

Iriga City, Philippines

**Secondary: Baao National High School** 2004– 2008

Baao, Camarines Sur, Philippines

**Elementary: Baao West Elementary School** 1998- 2004

Baao, Camarines Sur, Philippines

**PERSONAL INFORMATION**

**Birth date:** October 23, 1991 **Civil Status:** Single

**Height:** 5’ **Nationality:** Filipino

**Religion:** Roman Catholic

**AFFILIATION**

***“Association of Bicol Business Students”***

UNEP Chapter

Member

2008 – 2012

***“Center for Culture and the Arts – Folkloric Group”***

UNEP Chapter

President - 2011-2012

Member - 2009-2011

***“Sangguniang Kabataan”***

San Nicolas, Baao,

Camarines Sur, Philippines

SK Councilor / SK Secretary

October 2007 - October 2010

***I hereby certify that the above information are true and correct to the best of my knowledge and understanding.***