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**REMENTILLA , MARRY JOY**

Cell no: +639487326430 / +639260678374

Lot 581 Neighborhood Assc.

Bagumbong Caloocan City.

**Email: jymntll.03@gmail.com**

**OBJECTIVES:**

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| * To be a part of company that indulges professional growth which provides a challenging and rewarding career while allowing me to utilize my knowledge and skills. |

**SKILLS:**

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| * Proficient using Microsoft Office 2007,2010,2013 * Editing video using (Movie Maker, Movavie Video Editor, Power Director) * Computer Literature - Proficient in many Computer Applications * Comunication Skills * Time management |

**EDUCATIONAL BACKGROUND:**

| **Tertiary** Bestlink College of the Philippines  1071 Brgy.KaligayahanQuirino Highway Novaliches  Quezon City  Bachelor of Science in Office Administration  2014 – 2016 3rdyr college ( Undergrad )  **Secondary** Kalayaan National Highschool (Main)  Ph 10 BagongSilang Caloocan City  2010-2014  **Primary** Kalayaan Elementary School  Ph 10 BagongSilang Caloocan City  2004-2010 |
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**TRAININGS AND SEMINARS:**

| **Date**: 12-14 February 2014  **Location:** Tanay , Rizal  **Title:** Sacramento Adventure Camp, “leadership” NSTP Campaign  **Date:** April 2016 - July 2016  **Location:** Excel Quality, Inc (EQI) Cmi Bldg, 315 Commonwelt Ave,  Quezon city 1128 metro manila.  **Title:** On the Job Training (OJT1)  **Conductor:** Mr. Franklin A. Sison (BSOA Department Head)  **Date:** January 18, 2016  **Location:** Subic Bay Menopolitan Authority (SBMA)  Bayfront Hotel Subic, OlongapoCity  **Title:** **‘’**Globalization and the Challenges in the Business World in the Future Entrepreneurs’’  **(**Business Operation/ Entrepreneurship, Costumer’s Relation and Deal or Negotiation)  **Conductor:** Mr. Franklin A. Sison (BSOA Department Head)  **Date:** 8-10 December 2016  **Location:** Teacher’s Camp Baguio  **Title:** ‘’Globalization and The Challenges in the Business World for Future Entrepreneurs’’  Feasibility Study  Business Plan  Entrepreneurship  Negotiations and business deals  **Conductor:** Mr. Franklin A. Sison (BSOA Department Head) |
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**WORK EXPERIENCES:**

| **ACTIVATION COMPANY**  Position: **Promodiser**  Partime ( June 2016 – August 2016) 2 months.  **HIZON’S CATERING**  Position: **Food Attendant**  Partime ( January 2016 – July 2016) (on call) 6 months.  **SM SUPERMARKET**  Reliever ( SM NOVA - SM FAIRVIEW)  Position: **Cashier**  **(**June 28 2017 - December 18 2017) 6 months.  **SM DEPARTMENT STORE**  Position**: ( Sales Associate ) Fairview**  (March 2018-Aug2018) 6 months.  **APTUS GLOBAL SOLUTIONS INC.**  Position**: Back OfficeAssociate Support (**Scale Account**)**  (Oct 15, 2018 – Oct 6, 2019 ) One year.  **BPO Corp.**  Position: **Non-Voice (Avatar Support Agent)** 6months. 01/09/20  Unit 7D Beldevere Tower, San Miguel Ave, San Antonio, Pasig, 1600 Metro Manila. |
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**PERSONAL INFORMATION:**

| **Nickname:** Joy  **Age:** 23 Years old  **Date of Birth:** August 23, 1997  **Gender:** Female  **Height :** 5’4 ‘  **Weight:** 48Kgs.  **Place of Birth:** Caloocan City  **Civil Status:** Single  **Religion:** Catholic  **Citizenship:** Filipino |
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**CHARACTERS REFERENCES:**

| **Name: Ms. Jenniffer Santos**  **Position:** SDM (Service Delivery Manager)  **Contact No:**  +639171756734  **Name:**  **Ms. Veronica Balaoro**  **Position:** Professor (BCP)  **Contact No:** +639067275501  **Name: Mr. Mark Anthony Rementilla Cordovez**  **Position:** Professional Teacher  **Contact No:** +639125763908 |
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***I hereby certify that the above information are true and correct to the best of my knowledge and belief.***

*MARRY JOY REMENTILLA*