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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.
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**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
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**EDUCATIONAL BACKGROUND:**

| **Tertiary** Bestlink College of the Philippines1071 Brgy.KaligayahanQuirino Highway NovalichesQuezon CityBachelor of Science in Office Administration2014 – 2016 3rdyr college ( Undergrad )**Secondary** Kalayaan National Highschool (Main)Ph 10 BagongSilang Caloocan City2010-2014**Primary** Kalayaan Elementary SchoolPh 10 BagongSilang Caloocan City2004-2010 |
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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 StudyBusiness PlanEntrepreneurshipNegotiations 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. 01/09/20Unit 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*