

CURRICULUM VITAE

Reyniel V. Santos

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OBJECTIVES

- To enhance my educational and professional skills in a stable and dynamic workplace.
- To obtain employment with a company that offers a positive atmosphere
- To learn and implement new skills and technologies for the betterment of the organization.
- To bring my strong sense of dedication, motivation, and responsibility to the company.

SKILLS AND ABILITIES

- Excellent written and verbal communication skills.
- Administrative skills.
- Eager and willing to add to their knowledge base and skills.
- Good customer service skills.
- Graphic design skills.
- Pleasing personality and outgoing individual.
- Ability to prioritize and manage several different tasks at once.
- Fast learner and flexibility in any kind.
- Positive & self - motivated – equally comfortable with working alone and as part of a regional team.
- Negotiation skills
- Ability to work under pressure.
- Determined to learn and gain experience.

WORK HISTORY

Office Staff

Aven Fashion Manufacturing Inc. Philippines

September 2015 – November 2018

- ✓ Answer telephones, direct calls and take messages.
- ✓ Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- ✓ Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- ✓ Compute, record, and proofread data and other information, such as records or reports.
- ✓ Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- ✓ Inventory and order materials, supplies, and services.
- ✓ Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- ✓ Train other staff members to perform work activities, such as using computer applications.

Graphic Designer

Aven Fashion Manufacturing Inc. Philippines

July 2013 – August 2015

- ✓ Develop illustrations, logos and other designs using software
- ✓ Use the appropriate colors and layouts for each graphic
- ✓ Study design briefs and determine requirements
- ✓ Conceptualize visuals based on requirements
- ✓ Schedule projects and define budget constraints
- ✓ Work with copywriters and creative director to produce final design
- ✓ Amend designs after feedback
- ✓ Ensure final graphics and layouts are visually appealing and on-brand

Measuring Technician

Microsourcing Philippines

July 2011 – August 2013

- ✓ Measuring Real Estate listings with a high degree of accuracy
- ✓ Send files to clients and manage files within our server system
- ✓ Providing timely updates to roof Plans as requested by clients
- ✓ Helping with roof Plan customer support and inquiries
- ✓ Detailed, fast, and accurate measurements for roofing, siding, and solar projects provider of high-resolution aerial imagery, property data analytics and structural measurements for government agencies, insurance carriers, roofing contractors and energy utilities.
- ✓ Using patented image capture techniques, 3D aerial measurement software and machine learning processes

EDUCATION

Tertiary

- Course : Bachelor of Science in Information Technology
- Dates Attended : June 2007 – May 2011
- Completion Date : May 2011
- School : Baliuag University
- Address : Baliwag, Bulacan, Philippines

PROFESSIONAL LICENSE

- Licensing Body : Land Transportation Office
- Professional Status : Professional driver
- License No./Status : C05-18-002106
- Expiration date : 03/31/2022

PERSONAL DETAILS

- Date of Birth : March 31, 1991
- Age : 27 years old
- Gender : Male
- Nationality : Filipino
- Marital Status : Single
- Visa Status : Visit Visa
- Height : 5 feet 8 inches
- Weight : 165 lbs.
- Languages : Filipino and English
- Passport Details
 - Passport Number : EC69188930
 - Place of Issue : DFA Angeles City, Pampanga, Philippines
 - Expiry Date : March 9, 2021

I hereby testify that all information above is true in the best of my knowledge.

Reyniel V. Santos
Applicant