

ERWIN S. DELOS REYES

Unit C2 #750 Tolentino St. Brgy. 88 Caloocan City
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OBJECTIVES

To obtain a position as an office staff where there is a need for a variety of office management tasks like computer skills and organizational abilities that will fit to my knowledge and capabilities by promoting the best objective of it.

EDUCATIONAL BACKGROUND

Tertiary

2013 – 2017

STI COLLEGE-CALOOCAN

Bachelor of Science in Business Management
Major in Operations

2011 – 2013

AMA COMPUTER LEARNING CENTER

Associate in Office Information System

Secondary

2005 – 2010

DR. VICENTE GUSTILO MEMORIAL NATIONAL HIGH SCHOOL

High School Diploma

WORKING EXPERIENCE

TRIMARK FOOD INDUSTRIES

Lingnam Banawe, Quezon City
Dining Crew

AMA Computer Learning Center

Caloocan City
OJT – (Dean's Office)

SKILLS

- Excellent written and verbal communication skills
- Customer service skills
- Knowledgeable in computer such as Microsoft Word and Excel
- Interested to try new things

REFERENCES

Ms. Maria Belinda Atienza

Loan Supervisor – Bank of Makati
09263601425

Mr. Lester Gatay

Accountant, Dy Chauco and Gatay Company
0915 373 5641

