

RENEL ALCANTARA BERNARDO

88 Francisco St. Brgy. 75, Grace park, Caloocan City
+639501382809
renelbernardo84@gmail.com



OBJECTIVE

To be an asset of fast growing company which offer continue opportunity for an excellent career development.

EDUCATIONAL BACKGROUND

TERTIARY

2012 –2017

STI COLLEGE CALOOCAN

BS in Business Management Major in Operation

SECONDARY

2008 - 2012

LUAL NATIONAL HIGH SCHOOL

High School Diploma

WORK EXPERIENCE

2012 - 2015

Assistant Clerk

Responsible in processing of government documents.

2015 - 2016

Purchasing Assistant

Responsible in all purchases for the company

SKILLS AND ABILITIES

- Computer Literate: MS Word, MS Excel, MS PowerPoint
- Dealing different kind of person
- Flexible in any Office Works

EXTRA-CURRICULAR ACTIVITIES

2016

Personality Development in the Workplace
Participant

2015

20th STI National Youth Convention
Participant

CHARACTER REFERENCES:

Dan A. Paguirigan

ESFLI AIR and SEA INC.

President

09177039928

Alvin A. Cayago

East Shepherd Forwarding & Logistic Inc.

HR & ADMIN Manager

09177022530