

## **TONEE MICHELLE BONIFACIO REYES**

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### **OBJECTIVE**

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To succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunity.

### **EDUCATIONAL BACKGROUND**

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#### **TERTIARY**

**2009 – 2017**

#### **STI COLLEGE CALOOCAN**

Associate in Computer Technology

#### **SECONDARY**

**2005 - 2009**

#### **NAVOTAS NATIONAL HIGH SCHOOL**

High School Diploma

### **WORK EXPERIENCE**

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**2012 - 2013**

#### **SALES CLERK**

SM Supermarket

**2013 - 2014**

#### **SALES CLERK**

Landmark

**2014 - Present**

#### **REGISTRAR STAFF**

Martinez Memorial Colleges

### **SKILLS AND ABILITIES**

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- Ability to Work Under Pressure
- Decision Making
- Self-motivation
- Team player
- Creativity
- Knowledgeable in Microsoft Office

### **EXTRA-CURRICULAR ACTIVITIES**

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2017

STI National Youth Convention

### **CHARACTER REFERENCES:**

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Bradford Antonio C. Martinez  
Martinez Memorial Colleges  
College Registrar  
288-4279

Mary Grace V. Tabangcura  
STI College - Caloocan  
Professor  
09155432320