

NOEL JOHN O. RECTO

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OBJECTIVE:

Seeking a challenge opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

EDUCATION:

(S.Y. 2021 – 2022)

Bachelor of Science in Information Technology

De La Salle John Bosco College

La Salle Drive, Mangagoy, Bislig City

WORK EXPERIENCE:

Records Clerk

De La Salle John Bosco College, La Salle Drive, Mangagoy, Bislig City,

June – October 2022

- Perform general office activities, such as typing, answering telephones, operating office machines, processing mail, or securing confidential materials.
- Keep records of materials filed or removed, using logbooks or computers and generate computerized reports.
- Scan or read incoming materials to determine how and where they should be classified.
- Sort or classify information according to guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Enter information into computer systems to assist the retrieval of documents and information, such as file numbers, new or updated data, or document information codes.
- Modify or improve filing systems or implement new filing systems.

CHARACTER REFERENCES:

Will be provided upon request.

I hereby declare that the information is true and correct best in my Knowledge and belief.