**REGINE UMALI MANONGSONG**

Purok Dulong Silangan

Brgy.Mayao Castillo, Lucena City

09488266630

[reginemanongsong@yahoo.com](mailto:reginemanongsong@yahoo.com)

**CAREER OBJECTIVE:**

To be a part of a reputable company which provides work where I can effectively utilize my knowledge and skills in the contribution of company’s success as well as provides opportunity for growth and career advancement.

**PERSONAL INFORMATION:**

Birth Date : December 11, 1994

Age : 20

Birth Place : Lucena City, Quezon

Civil Status : Single

Religion : Roman Catholic

Language/Dialect : English/ Tagalog

Father’s Name : Nelson M. Manongsong

Occupation : Jeepney Driver

Mother’s Name : Marissa U. Manongsong

Occupation : Housewife

**EDUCATIONAL BACKGROUND:**

*Tertiary*  **Quezon Center for Research and Studies- Institute of Management**

Quezon Avenue corner Ravanzo St., Lucena City

Bachelor of Science in Business Administration

Major in Financial Management

2011-2014

* Academic Honor- With Distinction
* Theoretical Excellence Award- NSTP
* Grantee of QCRB Scholarship Program

*Secondary*  **Talipan National High School**

Brgy.Talipan, Pagbilao Quezon

2007-2011

*Primary* **Mayao Castillo Elementary School**

Brgy.Mayao Castillo, Lucena City

2001-2007

* With Honors

**EXPERIENCE AND TRAININGS:**

Accounting Clerk

Sanford Marketing Corporation

Senora Isabel Business Complex

National Hi-way, Brgy.Parian

Calamba City, Laguna

August 2014-January 2015

On-the-job Trainee

Quezon Capital Rural Bank Inc.

Quezon Avenue corner Ravanzo St., Lucena City

February- April 2014

On-the-job Trainee

Rizal Commercial Banking Corporation

Quezon Avenue, Lucena City

October- December 2013

**SKILLS:**

• Analytical thinking

• Accuracy and attention to details

• Use of judgment and ability to solve problems

• Good communication skills

• Computer literate

**CHARACTER REFERENCES:**

**Ms. Meriejane Castro**

Accounting Supervisor, Sanford Marketing Corporation

Senora Isabel Business Complex

National Hi-way, Brgy.Parian

Calamba City, Laguna

09325939450/ 502-5081

**Mrs. Rona Lobos**

OIC Administrator, QCRS- Institute of Management

Quezon Avenue corner Ravanzo St.,Lucena City

09436135782

**Mrs. Cleofe D. Zeta**

Teacher, Mayao Castillo Elementary School

Brgy.Mayao Castillo, Lucena City

09202899218

*I hereby certify that the information given above are true and correct to the best of my knowledge and belief.*

Regine U. Manongsong