



RUTH MAY REGINO

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📍 Blk 37 Lot 10, La Aldea Fernandina 2, Brgy. Del Carmen, CSFP

CAREER OBJECTIVE

To start a road of lifelong learning and development while contributing significantly to an organization. I want to deepen my passion, creativity, and commitment to learn new things and take on difficulties head-on, all the while building strong bonds with others and having a positive influence in any role I take on.

PERSONAL INFORMATION

Age : 22
Gender : Female
Birthday : May 09, 2003
Birthplace : Agno, Pangasinan
Nationality : Filipino
Civil Status : Single

SKILLS

- Computer Literate
- Problem Solving Personality
- Strong communication skills
- Time Management
- Active Listening Skills
- Attention to Detail
- Microsoft Software Literate

EDUCATION

Senior High School Accounting, Business, and Management La Verdad Christian School	2019 – 2021
College Bachelor of Science in Information Systems La Verdad Christian School	2021-2023

CAREER HISTORY

I've been helping manage the daily operations of our organization in school by handling office tasks like organizing files, encoding data, preparing reports, and assisting with meetings and activities. I made sure all documents were well-arranged and easy to access, both digitally and physically. This experience taught me to be organized, reliable, and efficient skills I'm excited to apply in a government setting.

CHARACTER REFERENCE

Lawrence P. Montemayor	0906 332 5633
Elmo N. Nilo	0922 803 5314