

VINCENT ONTAL

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Self-directed Work Study Student motivated to apply education and experience in job role. Excellent listener comfortable completing various tasks to keep operations running smoothly. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

EXPERIENCE

December 2018 - December 2018

Phoenix Publishing House - Quezon City, Philippines

Intern

- Sorted and organized files, spreadsheets and reports
- Collaborated in professional team to solve workflow issues
- Maintained positive working relationship with fellow staff and management.

EDUCATION

EXPECTED IN APRIL 2024

**CENTENNIAL COLLEGE SCARBOROUGH, ON
POST SECONDARY (UNDER GRADUATE)**

SKILLS

- Fast Learner
- Computer Skills
- Decision Making Skills

