

Rhea Rose N. Inventado

Villa 12, Al Fanna Sreet, Umm Suquiem 3
Dubai, UAE
Mobile No.: 052 268 1056
Email: inventadorhearose06@gmail.com



OBJECTIVE

To obtain a position in a creative and dynamic environment where I can effectively utilize my skills and experiences. To excel in what I do to offer effective work to the clients and other good service in the institution I choose to work with.

EDUCATIONAL ATTAINMENT

| | |
|------------|--|
| College | Aklan State University (2015 – 2019) Bachelor of Science in Information Technology Kalibo, Aklan |
| Secondary | Daja Sur National High School (2011 – 2015) Daja Sur, Banga, Aklan |
| Elementary | Daja Norte Elementary School (2005-2011) Daja Norte, Banga, Aklan |

WORK EXPERIENCES

Shopper

People Serve Multi-purpose Cooperative (Assigned in TMP Central Square BGC)
Taguig City, Metro Manila, Philippines
March 18, 2024 – December 31, 2024

Nature of Work:

Responsible for ensuring the orders are fulfilled and delivered to meet customer expectations, and must often complete multiple shopping tasks within predetermined time windows.

Office Clerk

Aklan Provincial Capitol (Assigned in Banga Elementary School)
Osmena Ave, Provincial Capitol Bldg, Kalibo, Aklan, Philippines
November 2, 2021 – December 20, 2023

Nature of Work:

Perform clerical work like encoding, typing, record keeping, filing, photocopying and other errands assigned by the immediate superior. Undertake basic bookkeeping tasks.

TECHNICAL SKILLS AND QUALITIES

- Microsoft and Computer Literate Job Related
- Fast learner and works in systematic way with high value on orderliness and honest performance of duties and responsibilities
- Has the ability to cope with people with high respect for their opinion and ideas.

SEMINARS ATTENDED

- **Seminar for Information Technology Practicumers**
ASU-CIT
December 2016

- **Seminar on Current Trends and Issues in IT Technology**
Cebu City (IT Seminar – Educational Tour)
February 2018
- **Web Making and Designs**
Cebu City (IT Seminar – Educational Tour)
February 2018

PERSONAL DETAILS

- | | |
|-------------------|------------------------------|
| • Gender | Female |
| • Age | 26 years old |
| • Date of Brth | August 6, 1998 |
| • Place of Birth | Quezon City |
| • Civil Status | Single |
| • Religion | Roman Catholic |
| • Citizenship | Filipino |
| • Language Spoken | English, Tagalog and Aklanon |

REFERENCES

- **CHAND LEE N. WONG**
Technical Engineer (Assa Abloy Middle East)
Dubai, United Arab Emirates
+971 58 231 4149
- **HON. SOREYNA R. ITULID**
Brgy. Chairwoman
Daja Norte, Banga, Aklan
+63 938 822 1334
- **HON. JOSE ENRIQUE M. MIRAFLORES**
Provincial Governor
Province of Aklan
Kalibo, Aklan
- **MRS. HERLINE N. TEODOSIO**
School Principal II
Banga Elementary School
+63 919 991 1443

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


Rhea Rose N. Inventado
 Applicant