



REX M. PATONONA

Pangasugan, Baybay City Leyte
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Seeking for an administrative aide position to advance my career.

EXPERIENCE

JANUARY 3, 2022 – PRESENT

BINDER, VSU-LIBRARY

JANUARY 4, 2021 – DECEMBER 31, 2021

BINDER, VSU-LIBRARY

JANUARY 2, 2020 – DECEMBER 31, 2020

BINDER, VSU-LIBRARY

JANUARY 3, 2019 – DECEMBER 31, 2019

BINDER, VSU-LIBRARY

FEBRUARY 3, 2014 – DECEMBER 31, 2018

BINDER, VSU-LIBRARY

JANUARY 02, 2006 – OCTOBER 31, 2011

LABORER, NARC

EDUCATION

MARCH 1998

HIGH SCHOOL GRADUATE, BUNGA NATIONAL HIGH SCHOOL

MARCH 1994

ELEMENTARY GRADUATE, PANGASUGAN ELEMENTARY SCHOOL

SKILLS

- Book Repair
- Grass cutting

- Book binding
- Cleaning
- Securing entrance and locker use of the library

SEMINARS ATTENDED

- ISO 9001:2015 AWARENESS/ RE AWARENESS SEMINAR
August 30, 2022
- KALALAKIHANG TAPAT SA RESPONSABILIDAD AT OBLIGASYON SA PAMILYA (KATROPA)
June 14, 2022
- NATIONAL CERTIFICATE II IN ORGANIC AGRICULTURE PRODUCTION (NC II)
June 15, 2021 to July 23, 2021
- GENDER SENSITIVITY TRAINING FOR ADMINISTRATIVE AND SUPPORT STAFF
September 11, 2018
- RFID LIBRARY SYSTEMS START-UP TRAINING
May 18, 2018
- GENDER AND DEVELOPMENT REORIENTATION FOR FRONTLINERS
September 16, 2016

CHARACTER REFERENCES

- Mrs. Geraldine T. Baro
[mobile number]
- Mrs. Sheira May T. Camacho
[mobile number]