



Regine Pleños

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CONTACT DETAILS

Tzu Chi Village, Brgy. Liloan,
Ormoc City, Leyte, Philippines
sabanateregine0@gmail.com
0992-278-5960

PERSONAL INFORMATION

Age: 23
Date of Birth: July 13, 2000
Gender: Female
Place of Birth: Surigao Del Norte
Civil Status: Single
Religion: Protestant

SKILLS

- Client Relationship Building
- Process Improvement
- Team player
- Good Communication Skills
- Proficient in Microsoft Office (Word, Excel, Powerpoint, etc)

CHARACTER REFERENCES

Robert Galang
Project Manager
Temps and Staffers
0967-423-8229

Venus Bautista
Accounting Clerk
Rural Bank of Ormoc Inc.
0951-472-1034

EDUCATION

Western Leyte College of Ormoc, Inc.

Business Administration (Financial Management)
Bonifacio Street, Ormoc City 2018 – 2022

Ormoc City Senior High School

Accountancy and Business Management
Brgy. Don Felipe Larrazabal, Ormoc City 2016-2018

WORK EXPERIENCE

Admission Staff | City College of Ormoc

January 2024- Present

- Assist incoming students with their enrollment
- Promote programs offered by the institution
- Help students with their enrollment

HR Support Staff/Liaison | LGU Ormoc

October 2023- December 2023

- Assisist HR Officer task
- Consolidate the attachment and documents needed on processing payroll
- Other HR duties and responsibilities

Project Coordinator | Temps and Staffers Inc.

January 2023 - September 2023

- Perform administrative task and communicate with various departments.
- Organize reporting, plan meetings and provide updates to project managers.
- Prepares and handles petty cash fund

Bank Teller | Bank of Ormoc Inc.

July 2022 - January 2023

- Perform day to day teller's task and prepare a separate Teller's Blotter at the end of the day and arrange it chronologically.

INTERNSHIP

Student Assistant | Western Leyte College of Ormoc, Inc. June 2018- May 2019

- Posting Ledgers
- Evaluate Accounts

SEMINARS AND CERTIFICATE

- Certificate of Completion (LGU Scholar)
- Civil Service Eligibility (Professional Level)
- Team Building and Strategic Planning Seminar (09/2022) | Bank of Ormoc (Rural Bank)
- National Certificate II (07/2018 - 07/2023)
- Young Leaders for Resilience Program: Enterprise Thinking Design (09/2019)
- Accounting for Non-Accountants (Webinar/Training) (04/2022 - 05/2022)