



Remenita J. Solis
VSU Lower Campus, VSU, Baybay City Leyte
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09484733899

OBJECTIVE To work in any position which is fitted with my general qualification and to pursue into higher level of job standard.

PROFILE Can work with less supervision.
Demonstrated aptitude for developing skills.
Readily develop rapport with the people, staff and other member of the company.
Relate well to people from variety of cultures and socio-economic conditions.
Proven record of reliability and responsibility.
Resourceful in completing projects; ability to multi-task effectively.
Dedicated individual; reputation consistently going beyond what is required.

PERSONAL DATA	Date of Birth	: September 17, 1961	Weight	: 60kgs.
	Birth Place	: Tanjay Neg. Or.	Religion	: RC
	Civil Status	: Married	Height	: '5'0

EDUCATIONAL BACKGROUND	Tertiary	St. Paul College Dumaguete City, Neg. Or.	Graduated 1982
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**Bachelor of Business Administration
Major in Banking and Finance**

Secondary	Immaculate Heart Academy Tanjay Neg. Or.	Graduated 1977
Elementary	Immaculate Heard Academic Tanjay, Neg. Or.	Graduated 1973

WORK EXPERIENCED

Registrar's Office
Visayas State College of Agriculture (ViSCA)
Leyte State University
Visayas State University
July 16, 1984 – Present

- Clerk I
- REMO
- Admin. Aide IV
- Admin. Aide VI
- Admin. Asst II

COMPUTER SKILLS

Proficient in the use of MS Word, Excel

CHARACTER REFERENCES

Dr. Suzette B. Lina
Professor/Dean, FAFS
Visayas State University

Dr. Victor B. Asio
Univ. Professor
Visayas State University

Dr. Lynette C. Cimafranca
Professor/Head, DFST and
Faculty Secretary, FAFS