

Rex Patonona

ADMINISTRATIVE AIDE I

EDUCATION

LEYTE STATE UNIVERSITY
Baybay City, Leyte
Bachelor Of Science In Agricultural Education
1998-1999

REFERENCES

ANDRELI PARDALES
Baybay City, Leyte
9176745008

MARIEL L. GARRIDO
USA
9991057669

PAMELA PAGALAN
Ormoc City
9263680284

OBJECTIVE

Exceptionally hardworking and reliable Bindery Worker for 11 years. Dedicated with a passion for preserving and conserving books and materials, seeking a challenging role where I can utilize my skills and contribute to the production of high-quality materials.

FUNCTIONAL SKILLS

Excellent Bindery Operation Skills
Excellent Time Management Skills
Operating Bindery Equipment
Communication
Problem-solving

EXPERIENCES

January 2024 - present
Administrative Aide I
Preservation and Bindery
Visayas State University

January 2014 - January 2024
Utility Worker (Binder)
Preservation and Bindery
Visayas State University