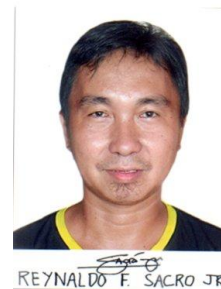


REYNALDO F. SACRO JR.



CONTACT INFORMATION

Permanent Address : Poblacion, Zone 23, Baybay City, Leyte
Current Address : Poblacion, Zone 23, Baybay City, Leyte
Mobile no. : 09227421625
E-mail address : reynaldo.sacro@vsu.edu.ph

PERSONAL INFORMATION

Date of Birth : May 27, 1986
Place of Birth : Brgy. Gaas, Baybay City, Leyte
Nationality : Filipino
Civil Status : Married
Languages Spoken : English, Filipino, Cebuano
Religion : Roman Catholic
Height : 1.63m
Weight : 66.50kls

EDUCATIONAL BACKGROUND

Bachelor of Science in Agricultural Engineering (2002-2009)

Visayas State University
Visca, Baybay City, Leyte

High School Education (1998-2002)

Baybay National High School
30 de Diciembre St., Baybay City, Leyte

Elementary Education (1992-1998)

Carlos P. Garcia Elementary School
Esquina, Baybay City, Leyte

HIGHLIGHTS OF QUALIFICATION

- ☐ Dedicated to professionalism, highly motivated and goal oriented.
- ☐ Can work with minimal supervision.
- ☐ Computer Literate (MS Word, MS Excel, MS PowerPoint, and Web browsing/Internet surfing)
- ☐ Decisive and direct, yet flexible in responding to constantly changing assignments
- ☐ Skilled in planning and execution of special projects during time-critical assignment
- ☐ Able to coordinate multiple projects and meet deadlines under pressure
- ☐ Enthusiastic, creative and willing to assume increased responsibility

WORK EXPERIENCE

1. Serve as Job Order Clerk at Visayas State University – Finance Management Office
July 27, 2025 - Present
2. Served as Job Order Clerk at Visayas State University – Budget Office
January 02, 2024 – July 25, 2025
3. Served as Job Order Clerk at Visayas State University - DTE
October 18, 2023 – December 31, 2023
4. Served as Pricing Clerk at Fooda Hypermart
July 19, 2010 - December 18, 2010
3. Served as Receiving Clerk at Fooda Saversmart
February 05, 2010 – July 04, 2010
4. Served as Sales Clerk at Food Saversmart
December 23, 2009 – January 31, 2010

REFERENCES

Ronel Capilitan

Maintenance Personnel

Metro

09482957677

Jobet Atienza

09076079796

Ms. Christine Louie Credo

Immigration Officer

Bureau of Immigration

09177009435