



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
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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

HR Support Staff/Liaison LGU Ormoc October 2023-Present <ul style="list-style-type: none">• Assisst 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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)