



Rea Parena

CONTACT

- ✉ reaparena@gmail.com
- ☎ 09910344067
- 📍 Kalibo , Aklan

SKILLS

- Active listening
- Adaptability
- Attention to Detail
- TimeManagement
- Communication Skills
- Customer Service Skills
- Purchasing Skills
- Payroll Process Skills

REFERENCES

- Ms. Jeraldyn Tadea**
Adviser/Department Head
09064376486
- Ms. Diana Pangadlo**
Admin Secretary/ OJT Supervisor
09458900061
- Fr. Jose Antonio Paras SDB**
Vice Father Rector (Don Bosco Tondo)/Speritual Moderator
0977 809 4866

Don Bosco Youth Center TVET-Tondo

PARENA, REA B.
Objectives

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

MY PROFILE

- **Birthday** : July 1, 1992
- **Birthplace** : Kalibo , Aklan
- **Age** : 32years old
- **Civil Status** : Married

WORK EXPERIENCE

ACCOUNTING STAFF 2024
Punzalan-Lopez Business Consultancy

OPERATIONS LEAD 2023
COORDINATOR
Welltuned Engineering Services

CALL CENTER AGENT 2018
Keytana Business and Services

EDUCATION

- Don Bosco Youth Center-Tondo Inc.** 2021-2022
C.P. Garcia St. Bo. Magsaysay, Tondo, Manila. Contact Number. (028) 251 5262 / (028) 2545679
(Bookkeeping NC-III)
- Linabuan National High School** 2008-2009
Linabuan Norte Kalibo, Aklan