

**JASSIE MHAY M. REGINALDO**

Nivel Hills, Apas, Cebu City

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Contact No. : 0956-596-2612

**OBJECTIVE**

To be able to work in any vacant position that can enhance my skills and knowledge and contribute to the business.

**EDUCATIONAL ATTAINMENT****Elementary**

Lourdes College Grade School  
Macasandig, Cagayan de Oro City  
March 2005

**Secondary**

University of the Immaculate Conception  
Bajada, Davao city  
March 2009

**Tertiary**

Bachelor of Arts in Sociology  
Xavier University-Ateneo de Cagayan  
Corrales, Cagayan de Oro City  
March 2015

**SKILLS**

1. Computer Literate (MS Word, Excel, Powerpoint)
2. Communication skills (Oral and Written)
3. Self Motivation
4. Creative Thinking and Decision-Making
5. Time Management
6. Handling Pressure
7. Hardworking
8. Open minded to work in complex environment and projects
9. Flexible and reliable
10. Can adapt to any changing priorities