

# CHERRY C. REYES

Lakandula St. Jerome Extension  
R. Castillo Agdao Davao City  
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+639292524643



## **WORKING EXPERIENCES:**

Company	Position	Date Attended
• TOP RANK REVIEW ACADEMY DOOR 202 DC INVEST BUILDING CAYETANO BANGOY CORNER RIZAL ST., DAVAO CITY	ACCOUNTING STAFF NURSING/RADTECH REVIEW ASSISTANT	Dec-2018-Aug 2019

### **Duties and Responsibilities Accounting Staff:**

Accepting tuition fee payment and issuing receipt to every student.  
Examine and evaluate financial and information system to ensure reliability.  
Inspect cash on hand, account receivable and payable, cancelled receipt to confirm records are accurate.  
Examine inventory to verify journal and ledger entries.

### **Duties and Responsibilities Nursing & Radtech Review Assistant:**

Responsible for informing travel schedules of a Professor.  
Assist professors with lesson preparation by getting materials ready and setting up equipment.  
Recordkeeping, such as taking attendance and calculating grades of a student.  
Monitoring student academic performance & communicate with parents to keep them informed.

• BLUEBERRY TOUCH CLEANING SERVICES UNITED ARAB EMIRATES	CLEANER CREW	Aug-2017-April 2018
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### **Duties and Responsibilities cleaner:**

Cleaning house and hotel residence  
Dusting.  
Sweeping.  
Vacuuming.  
Mopping.  
Ironing.

- **BILLY'S DESSERTS & CATERING**                      **MANAGER**                      **May-2016-Jan.2017**  
**DAVAO CITY**

**Duties and Responsibilities Restaurant Manager:**

Managing budgets.  
Supervising staff.  
Promoting and marketing the business.  
Handling client enquiries.  
Handling reservations.  
Making plans, strategies for the improvements of the business.  
Problem solving and find an effective solution.

- **RIYADH SAUDI ARABIA**                      **DOMESTIC HELPER**                      **April-2014-Dec.2015**

**Duties and Responsibilities:**

Reading books for kids.  
Teaching numbers, letters and colors.  
Taking to school and playgrounds.  
Cleaning & arranging cabinets and closets.  
Ironing Clothes.  
Washing dishes.  
Watering plants.  
House cleaning.

- **SSS SOCIAL SECURITY SYSTEM**                      **HR PRACTITIONER**                      **April 2012–June 2012**

**Duties and Responsibilities:**

Ensuring new hire paperwork is completed.  
Interviewing applicants.  
Discussing job applicants of duties, responsibilities, benefits, schedules etc.  
Assisting employees with any problems they are experiencing.

**EDUCATIONAL ATTAINMENT:**

**College:**

**Holy Name University (HNU) Tagbilaran City Bohol**  
Bachelor of Science in Business Administration  
Major in Human Resource Development Management  
Graduated March 2013

**Informatics Computer Institute (ICI) Tagbilaran City Bohol**

Associate Diploma in Computer Science

Major in Multimedia & Internet

(Undergraduate)

**Secondary****University of Bohol**

Tagbilaran City Bohol

Graduated March 2008

**Elementary****Baang Elementary School**

Baang Catigbian Bohol

Graduated March 1995

**PERSONAL BACKGROUND:**

Age:	38 year old
Sex:	Female
Religion:	Roman Catholic
Date of Birth:	August 11, 1982
Place of Birth:	Davao City
Citizenship:	Filipino
Marital Status:	Married
Height:	5'1"
Weight:	45 kls.

**PERSONAL SKILLS:**

Values:

- ✓ Hard working, flexible, energetic and goal oriented.
- ✓ Able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.
- ✓ Can offer a good working relationship to other members of the team.
- ✓ Positive attitude and strong work ethic.
- ✓ Able to deal problem calmly and efficiently.
- ✓ Good listener, honest, responsible.
- ✓ Able to follow directions timely and accurately.

**CHARACTERREFERENCES:**

**Sensudous Shanine Geguna**

Top Rank Review Academy Davao  
Staff  
City  
Cel#09666822549

**Sir Roland Villegas**

Top Rank Review Academy  
CEO  
Cel#09178610020

**Betty Catubig**

Office Staff  
Sharp Branch Davao  
Cel#09207636273

*I hereby certify that the above statement is true and correct is the best of my knowledge and belief.*

**CHERRY C. REYES**

Applicant