

RHEA JOY CALZADA

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Brgy.30 Sta. Matilde Pasuquin Ilocos Norte



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

<i>2013 - 2015</i>	TSPI (Tulay sa Pag Unlad Inc.) Account Officer Checking Client Information Collecting of payment
<i>September 2014 - April 2018</i>	Riyadh Saudi Arabia Household Service worker Cooking Cleaning the house Taking care of children
<i>June 2018 - December 2019</i>	Richards Farm Farmer/Picker Planting rice/ vegetables Harvesting Cultivating
<i>April 2022 - February 2023</i>	RC Palacay Surveying Services Secretary Organizing files Preparing Documents Mabaging office supplies Inventory and scheduling appointments

EDUCATION

<i>2009-2011</i>	St. John Technological Collefe of the Philippines Bookkeeper
<i>2012-2013</i>	Primacare Training and Development Center Laoag City Caregiver NCII
<i>2006-2007</i>	Ilocos Norte Agricultural College
<i>2002-2003</i>	Madalayap Elementary School

SKILLS

- Computer Literate
- Can work under Pressure
- Fast learner
- Honest and trustworthy
- Always active to work