

**Reggie Tumbokon Sanchez**  
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**PROFESSIONAL SUMMARY:**

Seeks to obtain a position that will utilize and challenge the professional skills and field experience that I have acquired, while offering position growth and development within the organization.

**EDUCATION:**

Bachelor of Science in Information Technology                      Class 2017  
STI College Tarlac

Organic Agriculture Production    Class 2023  
Amorex Techvoc Institute

**SKILLS:**

- Efficient interpersonal skills
- Flexibility
- Organized
- Team Player

**WORK EXPERIENCE:**

Consturction Labourer/Helper (Part Time)                                      November 2023 to Present  
Victoria Tarlac, Philippines

- Site Preparation
- Mixing and Pouring
- Leveling and Finishing
- Curing and Protection
- Clean-Up and Maintenance
- Structural Demolition
- Debris Removal and Disposal
- Safety Compliance
- Assessment and Planning
- Inventory Management
- Loading and Unloading
- Transportation and Delivery
- Site Support
- Sweeping and Cleaning
- Compliance and Reporting

General Farm Worker Labourer  
Coronel's Farm & Rest-O

November 2023 to Present  
Victoria Tarlac , Philippines

- Plant, cultivate and irrigate crops
- Weeding
- Harvest crops
- Pick row and orchard crops
- Feed and tend animals
- Operate and maintain farm machinery and equipment
- Detect disease and health problems in crops, livestock and poultry
- Perform general farm duties
- Clean machines and immediate work areas
- Ensure farm safety and bio-security procedures are followed
- Cleaning crop
- Hoeing crops
- Grading
- Vegetable culling
- Stone and/or wood picking
- Fertilize and spray crops (Non Organic & Organic Fertilizer)
- Perform Artificial Insemination
- Sort and pack fruits and vegetables
- Performing manual labor
- Irrigate plants
- Feed and care for livestock
- Repairing Tools
- Assist with breeding activities
- Unload fish & shellfish from fishing vessels and transport by hand or forklift truck to work area
- Condition fish filets for wrapping or freezing
- Sort fish according to species, weight and destination
- Greenhouse cleaning
- Plant and Care Maintenance in Greenhouse

### **WORK EXPERIENCE:**

Lto Coordinator/Customer Care Service  
Hizon Auto Group (Hyundai Tarlac)

November 2021 to August 2023  
Tarlac City , Philippines

- Took escalation calls for customer complaints and commendations.

- Sales Reporting
- Sending monthly report
- Invoicing of new registration
- Providing Customer Assistant at all transactions needed
- Editing thru canva
- Basic skills in video editing
- Boost FB Page of all Hizon Auto group
- Calling of customer/communicate with customer (customer feedback on their transaction)
- Preparing Docs for new registration
- Renewal of registration of client

### **WORK EXPERIENCE:**

General Farm Worker Labourer  
Coronel's Farm & Rest-O

January 2018 to October 2021  
Victoria Tarlac , Philippines

- Plant, cultivate and irrigate crops
- Weeding
- Harvest crops
- Pick row and orchard crops
- Feed and tend animals
- Operate and maintain farm machinery and equipment
- Detect disease and health problems in crops, livestock and poultry
- Perform general farm duties
- Clean machines and immediate work areas
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