



Merry Grace S. Bersabe

ADMINISTRATIVE ASSISTANT

EXECUTIVE SUMMARY

Technology savvy and goal-oriented Administrative Assistant. Driven and motivated to help organization thrive. Skilled in prioritizing and completing tasks independently. Extensive experience with Microsoft Office.

SKILLS AND ABILITIES

- Excellent communication and interpersonal skills
- Fluent in English language (written & spoken)
- Extensive experience in customer relations
- Exceptional management, administrative and mentoring abilities

GET IN TOUCH

Citizenship: Filipino
Address: 212 Mascardo cor. Sunrise, Barangay Singkamas, Makati City, NCR, Phil., 1200
Phone: +63 910-631-4865
Email: merrygracebersabe07@gmail.com
Skype: linkedin.com/in/merry-grace-bersabe-2518a197/

WORK EXPERIENCE

Administrative Assistant

France Volontaires, Makati City | August 2017 - present

- Process the visa of the Volunteers
- Deal with all Gov. Offices like DOJ, BI, DFA (Offices dealing with the visa applications of the Volunteers)
- Handle all the Gov. utilities and administrative tasks of our office.

Cashier (Internship)

Greenwich & Chowking Restaurants | Nov. 2013 - March 2015

- Handled cash transactions
- Answered billing questions/issues from customers
- Received and processed all payments according to standard procedures
- Resolved escalated issues with angry customers

Customer Service Representative (Internship)

Uniquease Restaurant. Makati City | Feb..2011 - October 2013

- Took and processed customers' orders and requests
- Knew our products inside and out so I could answer questions
- Responded promptly to customer inquiries
- Participated in the Restaurant Business and Marketing Planning, and Product creation.

ACADEMIC BACKGROUND

**WES INTERNATIONAL ACADEMIC QUALIFICATIONS
CANADIAN EQUIVALENCY
SECONDARY SCHOOL DIPLOMA AND DIPLOMA
FEBRUARY 2020**

Manila Business College

BS in Business Administration | Graduated May 2017
Major in Management

- Business Creation/Innovation, Commercialization of new products and service, Managing Business

Makati National High School

Graduate of Secondary Education | Graduated March 2012

- Top 9 in the class

INTERESTS

Cooking, Taekwendo, Reading, Watching Inspirational movies

CHARACTER REFERENCES

Nanette L. Repalpa
National Representative
France Volontaires, Philippines
+63 998-580-2214

Faidah Cayongcat
Social Worker
Virianie Foundation
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