

# JASMIN D. JIMENEZ

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## Work Experience:

- **Can We Talk Pty Ltd (Oct. 1, 2019 to present)**
  - Virtual Assistant - Part-Time
  - Description of Work:
    - LinkedIn Management
    - Social Media Reporting
    - Uploading of blogs on sites and other social media platforms
    - Admin task as assigned by the CEO's Business Manager
  
- **MTG Media Group (March 14, 2018 to September 2019)**
  - Plate Magazine Coordinator - Freelancer
  - Description of Work:
    - Mozenda scraping for various online sites
    - Salesforce task – reports and lead generations
    - Sending emails generated by Plate and Salesforce
    - Proofing for various magazine platforms of the company
    - Various admin task assigned by the manager
    - Support system in their ticketing system
    - Manages monthly reports and sends them out to the Plate Manager
    - Uploading of contents in their magazine - formatting it into a news content for clients
  
- **Cloudstaff Inc. (June 30, 2014 to March 10, 2018)**
  - **Executive Services Specialist II**
  - Description of Work:
    - Email Management/Filtering
    - Setting up Autoresponders (Salesforce)
    - Booking appointments with clients
    - Following up with clients/customers (sending thank you and other reminder emails)
    - Receptionist duties (answering occasional calls)
    - Calendar Management
    - File Management (organizing files using Admin Inbox, etc)
    - Database building (updating email or contact lists on your CRM)
    - Research on certain topics for blogposts, newsletters or others
    - Transcription (transcribing voicemail, video or audio, podcasts etc.)
    - Creating basic reports (reports on weekly tasks, deliverables, sales)
    - Knowledgeable in CRM software
    - Data entry of home loans
    - Lodgement of Loan Proposals
    - Tracking of Loan in different banks
    - Tracking of Post settlement loans
    - Tracking of construction loans and progress payments

- **Philippine Oppo Mobile Technology** (February 2014 to June 29, 2014)
  - **HR Manager**
  - Description of Work:
    - Maintains the work structure by updating job requirements and job descriptions for all positions.
    - Maintains organization staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
    - Prepares employees for assignments by establishing and conducting orientation and training programs.
    - Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
    - Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
    - Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
    - Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
    - Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
    - Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
    - Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
    - Completes human resource operational requirements by scheduling and assigning employees; following up on work results
  
- **Viskase Asia Pacific Corporation** (Dec. 1, 2011 to January 15, 2014)
  - **Executive Secretary/ Administrative Assistant**
  - Description of Work:
    - Prepare agendas and make arrangements for committee and other meetings and arrange meeting facilities
    - Act as recording secretary; prepare action minutes
    - Assure discreet handling of all business
    - Make travel arrangements for employees going abroad (preparations of visas, passports, other documents required, etc.) and Make travel arrangements for plant staff and visitors to the plant as required.
    - Ensure that Ensures that assets issued to employees are properly accounted, recorded and endorsed to the HR Head for updating in the HR Information System

- In-charge in processing the Uniform requests of employees with regards to sourcing, selection of accredited suppliers, requisitioning and issuance of employees uniform in coordination with Purchasing Department
  - Process purchase requisitions through SAP and ensures that office supplies are readily available within the deadline
  - Implement Security policy and compliance
  - Over-all in charge in monitoring, maintaining and improving the lobby, canteen and plant external façade in coordination with the Plant Manager and HR.
  - Process payment for employee requests for travel, hotel, training and other accommodations related to work.
  - Provide assistance in the design, formulation, communication, implementation and evaluation of HR company policies
  - Spearheads management and ensuring continuous enhancement of employees' communication program, i.e., Team Forum, meeting with employees, etc. This includes working hand in hand with Plant Manager, Department Heads, Supervisors, and members of the plant management and HR team to resolve valid issues and concerns raised
  - Spearhead employee and company activities, i.e., company outing, sports festival, Christmas party, etc. and implore creativity to increase employees participation, enhance employees morale and expenses within approved budget
  - Provide necessary technical assistance to ensure company's adherence to Department of Labor and Employment's rules and regulations
  - Ensure that employees' personal records are updated, i.e. tax exemptions, TIN numbers, SSS, Phil health, and HDMF records and ensure that payment to respective government agencies are on time.
  - Recommend policies and procedures with regards to implementation of employee services program
  - Act as Department Custodian and ensure the safekeeping of office supplies, materials, important documents (like 201 files, contracts, permits and others) under the custody of HR
- **Phoenix Semiconductor Philippines Corp.** (Oct. 1, 2010 to Nov. 30, 2011)
    - **HR/GA Staff**
      - Description of Work:
        - Documentation, Records management (processing) of expatriates (foreigners) permits for Immigration Visa, NBI, Alien Employment Permit (AEP), Working Visa, ACR/icard and other Visa from other country.
        - Scheduling of bus and canteen services for employees.
        - Request for billing statements for the above agencies.
        - Reservation for hotels, restaurants and flight bookings.
        - Processing of Driver's License conversion of Koreans.
        - Responsible for the formulation of guidelines and formats for the start up of the company.
        - Manages the company events (inauguration) for the preparation and set-up of such said events.
        - Proper dispatching of company drivers and bus drivers for proper monitoring of transportation for the company.

- **Nanox Philippines Inc.** (Dec. 10, 2007 to April 30, 2010)
  - **General Affairs Staff**
    - Description of Work:
      - Prepares monthly inventory and reports of office/ uniform supplies for each department.
      - Prepares and do the purchase request of office/ uniform supplies
      - Prepare and distribute company uniform, shoes and lockers to newly hired and concerned employees.
      - Purchase of material supplies for general affairs services.
      - Scheduling and monitoring of bus services for the company.
      - Reservation for hotels, restaurant and flight bookings.
      - Documentation, Records management (processing) of expatriates (foreigners) permits for Immigration Visa, NBI, Alien Employment Permit (AEP), Working Visa, ACR/icard and other Visa from other country.
      - Prepares monthly report for shuttle bus and uniform inventory.
      - Request for payments for billing of above agencies.
      - Formulates programs, guidelines and procedures for proper and effective implementation and general affairs services activities.
      - Responsible for General Services matter pertaining to company's documentation, supplies, housekeeping, property monitoring and other services.
      - Support for the ISO 9001, QMS/EMS 14001, OSHAS 18001 & ISO/TS 16949.
      - Orientation to Newly Hired Employees.
  
- **Abenson Inc., Angeles** (June 7, 2007 to October 30, 2007)
  - **Counter Staff**
    - Description of Work:
      - Prepares the invoices for the transactions made for the whole day.
      - Assist the customers regarding their complains with certain products sold by the branch.
      - Inventory checking of the products in the warehouse
  
  - **Essel Supermarket** (November 2006 to January 2007)
    - **OJT**
    - Description of Work:
      - Assist the Marketing Head with clerical works.
      - Inventory of different goods & items of the supermarket.
      - Price checking of the products that are displayed in the gondolas of the supermarket.
      - Participating and ensuring the good output of various events that the company held.
      - Help in promoting and advertising the company.

**Personal Information:**

E-mail: nimsaj\_10@yahoo.com  
 Age: 33 years old  
 Birth date: Dec. 10,1986  
 Civil Status: Married  
 Nationality: Filipino  
 Height: 5' feet  
 Weight: 100 lbs

**Education:**

2003-2007 Bachelor of Science in Business Administration  
Major in Business Management  
Specialized in Marketing  
Holy Angel University  
Angeles City, Philippines

1999-2003 Holy Family Academy  
Angeles City, Pampanga  
Secondary School

**Skills:**

- Computer literate in various software applications like MS Office, Adobe Photoshop and Basic Internet skills.
- Fluent in English, Filipino and Pampango.
- General Administrative Documents, Processing of different permits for Government Agency and other Legal Services, ISO Documentation.
- Knowledgeable in CRM, Sales Tools and Podium software
- LinkedIn Management, Calendar Management, Ticket Support System, Proofing, Uploading of Blogs on Various sites

I hereby certify that all the above information are true.

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**Jasmin Jimenez**