

MARIA SOCORRO P. TELMO

Office Assistant/Admin Assistant

Lot 45, Block 8, Phase IIA, Nivel Hills, Lahug Cebu City, Philippines 6000
+639562252234/+639683517280

Highlights of Qualifications:

Candidate has more than 5 years working experience as an Executive Assistant in a reputable retail company in the Philippines. **Accomplished** and results-driven who possess highly motivated skills in communicating with other people.

Quick learner, with an ability to rapidly achieve organizational integration, assimilates job requirements and employs new ideas, concepts, methods and technologies. Energetic and self-motivated team player.

Excellent interpersonal, intuitive, and leadership skills. Thrive in both independent and collaborative work environments.

TECHNICAL SKILLS

Operate Windows 98/XP/2000/10
Familiar with Windows Office and Applications like Word,
Excel, Outlook, Powerpoint, etc
Basic Computer Networking
Basic Computer Hardware Trouble Shooting
Basic HTML
Web Browsing/ Internet

WORK EXPERIENCES

EXECUTIVE ASSISTANT-OFFICE OF THE CEO ROSE PHARMACY, INCORPORATED July 2015- MARCH 2021

Rose Pharmacy, Incorporated

3F FLC Center 888 Hernan Cortes St., Subangdaku, Mandaue City

With over 300 branches in strategic locations all over the country, Rose Pharmacy is recognized as one of the Philippines' top pharmaceutical retailers, providing customers with easy access to quality health and beauty products.

DUTIES & RESPONSIBILITIES

- *Reporting directly to the Chief Executive Officer*
- *Organize meetings and bookings of Meeting rooms, create calendars and sending reminders, organizing catering when necessary*
- *Handles correspondence directed to CEO*
- *Making travel arrangements and itineraries for Senior Level Executives*
- *Serves as links between Executives, escalates problems related to daily operations*
- *Collate all reports from Senior Executives and create decks for Board of Directors*

Email Address: sosie.telmo@gmail.com

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Mobile: +63.933.311.5832 Page 1 of 8

- *Managing the CEOs day to day calendar, including appointments and prioritize the most important or sensitive matters*
- *Use various software, including word processing, spreadsheets and presentation software to prepare reports or special projects*

**ADMINISTRATIVE ASSISTANT-Project Employee
CEBU TEMPLE COMPLEX-Cebu South FMG
July 2013-February 2014**

The Church of Jesus Christ of Latter-Day Saints
Gorordo Avenue, Lahug
Cebu City Philippines 6000

DUTIES & RESPONSIBILITIES

- *Answers phones, receive and send emails*
- *Process invoices*
- *Create Purchase orders*
- *Create Purchase Requisitions*
- *Manage Replacement and Improvement projects documentation*
- *Coordinate with all owned facilities on their custodial needs and maintenance concerns*
- *Prepare R & I project binders and customer verification binders*
- *Participate in Facilities Management Office audit*
- *Generate Risk Management Report*
- *Perform Budget Monitoring Tasks*
- *Assist and perform other tasks assigned by the Facilities manager*

**CLOTHING CLERK / HOUSING COORDINATOR
CEBU TEMPLE COMPLEX**

The Church of Jesus Christ of Latter-Day Saints
Gorordo Avenue, Lahug
Cebu City Philippines 6000

May 2010-October 2011

Duties & Responsibilities

- Keep abreast of the status of the facility and grounds, including installed equipment, furniture and appliances, and with all phases of operation
- Establish systematic preventive maintenance, including identification and evaluation, and perform or schedule timely repairs or service to preserve the buildings, equipment, furniture, appliances, and grounds
- Prepare and maintain work schedules for regular cleaning and repairs, special cleaning and repairs, and for special work assignments, and oversee repair work for volunteers, hired servicemen, or engineers
- Determine need, and develop data, for special projects other than normal maintenance which must be submitted to the Temple and special projects construction division for approval.
- Coordinate with the Engineers in project development and completion.
- Be observant for, and correct, safety or security hazards in the buildings or on the grounds. Be observant for unusual persons or happenings.

SUPERVISOR-TECHNICAL ADMINISTRATION

ISS DIVISION-SALES & SERVICES

September 2009-January 29, 2010

Icomm International

Skyrise Building Unit 501 & 502 5/F

Asia Town, IT Park, Lahug

Cebu City Philippines 6000

Icomm International , enabling organizations everywhere to enhance the value of their relationships with customers and employees. It is not just a BPO center, it is a multinational firm that values innovation and employs cutting edge technology.

Duties & Responsibilities

- Ensuring high quality and accuracy of the responses provided by TechAdmin staff;
- Communicate and work with internal departments to resolve technical problems;
- Responsible in relaying information and updates to co-employee and immediate superior on changes of processes or procedure
- Responsible in prioritizing IBC Technical tasks and work order
- Involved in implementation of excellent customer service –customer relation action plans
- Conducts daily checking on all inspected and pre-inspected units of all Technical Staff
- Ensures that all Hold units are properly identified and ensure immediate decision for repairs, ship as is and auction claims
- Review all vehicle Repair cost from Accounts based on Cost Details and confirm with management on questionable cost
- Conduct Weekly and Monthly monitoring of the Technical Department Performance (Technical staff, Technical Admin and Technical inspectors and mechanics)
- Communicates to management on necessary improvements and plans for Tech Admin
- Provides regular reports and critical updates pertinent to Shipping department as needed

Market- In Charge – Africa, New Zealand and Singapore Markets

Shipping Department

ISS DIVISION-SALES & SERVICES

July 2007- September 2009

Icomm International

Skyrise Building Unit 501 & 502 5/F

Asia Town, IT Park, Lahug

Cebu City Philippines 6000

Duties & Responsibilities

- Ensures all documentation are properly done for Africa market , New Zealand and Singapore shipments
- Updates consignee and mailing addresses of customer using appropriate Tools
- Sends BL copies to customer, make LG for consignee amendments
- Communicates with Shipping girls in Japan for all important updates
- Responsible for coordinating Import & Export Documents for all upcoming shipments
- Responsible for DHL contact personnel in coordinating for all concerned matters (envelopes, sticker labels, printer and cartridge problem)

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- Track all re-routing documents or any problems encountered after document releasing
- Communicates with different shipping agent for any unresolved matter at hand

TEACHER

Computer Teacher and Adviser for Elementary and High School students
May 2003-March 2007

Marianne Childhood Education Center

722 Tres de Abril Street, Labangon
Cebu City
Tel 261-3402

Duties & Responsibilities

- Teacher Adviser to Grade 5 students for three years
- Teacher Adviser to 1st Year High School student for a year
- Provide updated Lesson Plan every week to school Principal/Administrator
- Update Class records, class report cards and yearly evaluation form and other public and
- private eligible forms as mandated by DepEd and School Administrator
- Attend and coordinate with Teachers and Parents on the annual PTA meeting
- Evaluates a child and update records, reports to Parents for any unusual behavior as deem necessary
- Provide correct and updated information to students
- Attend to other task as directed by the School Administrator
- Follow professional code of conducts
- Apply appropriate classroom management
- Coordinate with co-teachers for any updates on school programs and other relevant information

PROPERTY CONSULTANT

MAY 2002-MAY 2003
ORCHARD PROPERTY MARKETING CORPORATION
A subsidiary of Sta Lucia Realty and Development Inc
G/F The Sentinel Condominium
Arch Reyes, Banilad Cebu City

Duties & Responsibilities

- Introduce clients on any available lots for sale
- Familiarize with location and properties highlights and saleable points or features

SECRETARY TO THE FRANCHISE MANAGER

April- May 1996
AVON COSMETICS INC.
91-A San Sebastian St.
Bacolod City

Duties & Responsibilities

- Assist Franchise Manager on the day to day orders of customer
- Attend urgent and immediate calls
- File reports and update records

PROFESSIONAL & INDUSTRY CERTIFICATIONS

BOARD PASSER FOR PROFESSIONAL TEACHERS major in Business Technology

Professional Regulation Commission

Date of Release: October 2002

EDUCATION

MASTER IN EDUCATION MAJOR IN ENGLISH as Secondary Language

APRIL 2005-October 2006 (18 units)

Cebu Normal University

Osmeña Blvd, Cebu City

Philippines 6000

Bachelor of Science in Computer Education

University of Southern Philippines Foundation

Salinas Drive, Lahug Cebu City 6000

Philippines 6000

June 1998-October 2002

Bachelor of Science in COMPUTER SECRETARIAL

Bantayan Southern Institute

Bantayan Island, Cebu City

Philippines 6052

June 1997-March 1998

TRAININGS & SEMINARS ATTENDED

Reading Financial Statements

Corporate Finance Institute

Qualification: Conferred Certificate

Online Class, Conferred last August 10, 2018

Introduction to Corporate Finance

Certificate of Completion

Corporate Finance Institute

Online Class, conferred last February 1, 2018

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Software Development Fundamentals

Certificate of Completion

Microsoft Virtual Academy

Date of Achievement: February 24, 2017

Implementation of the R-BEC in 2006 and Computer Education- Hardware and Software Requirements & Trends"

Qualification: Certificate of Participation

Conducted at: Southwestern University, AVR 2- Matias Bldg H.Aznar Bldg
Cebu City, Philippines

Conducted by: CEBU CITY PRIVATE SCHOOLS ADMINISTRATORS ASSOCIATION INC.

Conducted on: September 8 , 2005

Love in the Classroom

Qualification: Certificate of Participation

Conducted at: University of Southern Philippines
Cebu City, Cebu
Philippines 6000

DIWA Learning Systems Inc

February 29, 2005

"Know Your Rights: A Guide to Consumers"

Qualification: Certificate of Participation

Conducted at: Graduate School, Cebu Normal University
Cebu City, Cebu
Philippines 6000

Conducted by: Dr. Porponio B. Lapa Jr.

Conducted on: September 24, 2005

Educational Breakthroughs: Engineering the Young's Future

Qualification: Certificate of Participation

Conducted at: University of San Carlos -Boys
Cebu City, Cebu
Philippines 6000

Conducted by: VIBAL PUBLISHING HOUSE, INC

Conducted on: November 20, 2004

Masayang Magbasa Workshop

Qualification: Certificate of Attendance

Conducted at: Philippine Christian Gospel School
Cebu City, Cebu
Philippines 6000

Conducted by: Ms. Cecille Sarabia

Conducted on: December 4 , 2004

Quality Teaching and Effective Learning

Qualification: Certificate of Participation

Conducted at: University of San Carlos-Boys Campus
Cebu City, Cebu

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Philippines 6000
Conducted by: Zenaida Q. Reyes
Conducted on: January 25, 2003

Showcasing Integration in the 2002 Curriculum via New Teaching Strategies

Qualification: Certificate of Participation
Conducted at: Sacred Heart Jesuits
Cebu City, Cebu
Philippines 6000
Conducted by: PHOENIX PUBLISHING HOUSE INC.
Conducted on: February 8, 2003

Connecting Personal Self to the World, Cosmos and Christ; Classroom Management and Discipline

Qualification: Certificate of Attendance
Conducted at: University of Southern Philippines
Cebu City, Cebu
Philippines 6000
Conducted by: Karl Kaltenbach
Conducted on: June 23, 2001

MOTIVATION AND ENRICHMENT SKILLS ACTIVITIES

Qualification: Certificate of Attendance
Conducted at: University of Southern Philippines
Cebu City, Cebu
Philippines 6000
Conducted by: Berlinda B. Lestano, Dean College of Arts & Sciences
Conducted on: February 12, 1999

PERSONAL DATA

Name: Maria Socorro P. Telmo

Age: 41

Sex: Female

Status: Married

Nationality: Filipino

Address: Lot 45, Block 8, Phase IIA Nivel Hills Lahug, Cebu City

CHARACTER REFERENCES

ANNA MARI TRASMONTE
HR DIRECTOR
Rose Pharmacy Incorporated
Email: ann.trasmonte@rosepharmacy.com
Tel No. +639498894216

JOSE CARLOS REIS BETTENCOURT
FORMER ROSE PHARMACY INC, CEO
DAIRY FARM INTERNATIONAL HOLDINGS
Mobile+85587333282
Email address: charlie_bettencourt@yahoo.com

ERLINDA M. CARDONES
School Administrator/ Principal
Marianne Childhood Education Center
722 Tres de Abril Street, Labangon
Cebu City
Tel 261-3402