

MA. IMEE D. LONGANILLA

Unit 6F 6floor Magnolia Tower Peninsula Garden

Midtown Homes Penafraancia St. Paco Manila

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OBJECTIVES

- To accept any position of which I am qualified and could practice my knowledge and to provide me a challenges and opportunities as a career person while utilizing my skills through additional training and learning development.
- To bring out and harness the best of my potentials for the glory of God and for the benefit of my employer, in the community and myself in preparations for the future advancement to the top management.

SUMMARY OF QUALIFICATION

- ✓ Bachelor of Science in Business Administration major in Human Resource Management graduate batch 2014.
- ✓ Accomplished my internship training in Real Estate business at Anchor Land Holdings, Inc. in Ayala Avenue, Makati City.
- ✓ Customer Service Representative in ISLA LPG
- ✓ Office Assistant in ASIA PACIFIC INTERNATIONAL PROPERTY
- ✓ Director of First Impression in KELLER WILLIAMS MANILA BAY Market Center

EDUCATIONAL ATTAINMENT

Tertiary : Colegio de la Purisima Concepcion
Roxas City, Capiz
Bachelor of Science in Business Administration Major in Human
Resource Management
2010-2014

Secondary : Elizalde Academy President Roxas Capiz

Elementary : President Roxas East Elementary School

WORK EXPERIENCE

- **Customer Service Representative at ISLA LPG Corporation under MIROF Recruitment Agency**

September 9, 2014 – January 31, 2016

Job Description

1. Answering Calls
2. Placing Orders
3. Prepare Incident and Complain Reports

- **Office Assistant in ASIA PACIFIC INTERNATIONAL PROPERTY**

March 1, 2017 - July 31, 2018

Job Description

1. Process of Property Documents (Transfer of Property Title)
2. Process of Rental Documents (Contract of Lease, Move in/Move out)
3. Property Management
4. Office Assistant

- **Director of First Impression/ Office Assistant/Property Management Assistant in KELLER WILLIAMS MANILA BAY Market Center**

September 2018 – December 2020

Job Description

1. Answer client telephone, screen and direct calls
2. Deal queries from clients
3. Provide assistance to KW associates transactions. Specifically, Real Estate documentations and concerns.
4. General Administrative and Clerical support
5. Prepare letters, documentations, receive and sort mail and deliveries
6. Do Due Diligence of Real Estate Documents
7. Schedule Meetings and meet up clients
8. Ensure an updated associates database

9. Process Rental Transactions
10. Manage all property units handled by KW Manilla Bay Property Management.

I hereby certify that all above information is true and correct to the best knowledge and belief.



MA. IMEE D. LONGANILLA

Applicant

