



CHLOE M. ARMAS

CONTACT INFORMATION

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SKILLS & ABILITIES

- Motivated, well-disciplined individual
- Finds joy in assisting others
- Easily adapts in agile environment
- Team player

CHARACTER REFERENCE

Dinia Grace Romanes	63 921 582 9743
Jacqueline Benitez	63 956 360 7273
David Dela Pena	63 917 791 1038

EMPLOYMENT HISTORY

Office Administrator

Webb Fontaine Group Manila Branch
(2021 - Present)

- Administrative Management
- Handles internal operations to improve the quality of service
- Performs internal auditing in Office Assets
- Procurement Management

Admin Officer

Unioil Petroleum Philippines Inc.
(July 2017 - February 2021)

- Handling Documents Section Unit
- Creating Policies and Procedures for Admin Aspects
- Handling General Services like Messengerial Reception and Security

Department Secretary- Finance

Goldilocks Bakeshop Inc.
(July 2012-June 2017)

- Handling Administrative Tasks
- Handling Corporate Events
- Office Supplies Inventory and Procurement
- Timekeeping

PROFESSIONAL SKILLS

- Can Operate Office Equipments
- Knowledgeable in using Microsoft Office, SAP, Mattermost and Jira Program
- Can operate Zoom, Google Meet, Google Classrom and Teams

EDUCATIONAL HISTORY

Jose Rizal University

Bachelor of Commercial Science, Major in
Marketing, 2006

TRAININGS ATTENDED

- SO2 Certify- Basic Occupational Health and Safety Training
2021
- Be a Better Leader and Manager Training
2020