



JEREEM JOI B. RAÑESES

ADMINISTRATIVE SPECIALIST • FREELANCER

I am primarily motivated to develop my technological skills, creativity, initiative, optimistic attitude, strength and career progression.

CONTACT

 #9771 Waling-Waling
St. Brgy San Isidro
Dau, Mabalacat City
Pampanga
 ranesesjem@gmail.com
 +63949-613-2630

EDUCATION

PHILIPPINE STATE COLLEGE
OF AERONAUTICS
(Basa Air Base Campus)

Bachelor of Science in Information Management

Major in Operation &
Information Technology

AWARDS

Cum Laude
Service Award
(Student Assistant (4 years)
Literary and Arts

ELIGIBILITY

CIVIL SERVICE CERTIFICATE
(PD 907)

SPECIALIZATION

Communication
Microsoft Office
Basic Programming
Art and Digital Design
Lettering (Calligraphy)
Digital Marketing

LANGUAGES

English
Tagalog

WORK EXPERIENCE

Virtual Assistant/Freelancer/Insurance Adviser

SEP 2020 - PRESENT

- Offers administrative services to clients from a remote location and offers an Investment and Life Insurance policies.

OWWA RO3 Project-based Emergency Personnel

JUL2020 - SEP2020

- Repatriation of OFWs in Clark Airport and accompany them in designated quarantine facilities.

Shadow Travel & Tours, Inc., Travel Visa Specialist

SEP 2018 - DEC2020

- Helps and assists the client to obtain International Tourist Visa and documentation required,

BSD Trade and Services Corp., Admin Liaison Officer

MAR 2017 - MAY 2018

- Performed basic HR tasks such as making of monthly employment report, encoding and updating employees' information in the system as well as filing and maintaining of 201 files and monitors regulatory permits annually and may liaise to government offices.

Sutherland Global Services, Technical Consultant

AUG 2015 - FEB 2017

- Answers both inbound and outbound calls / chats and transferred it to corresponding departments and resolves clients' windows operating system issues/problems.

HAUSLAND Development Corporation, Litigation/Legal Assistant

OCT 2014 - JUL 2015

- Monitors status of a particular legal cases, sending Final Demand Letters and Notice of Cancellation, personal Services by Registered Mails and assists in notarizing legal documents & contracts.

A.Halili Business Aid, Inc., HR Assistant / Admin Telephone Operator

JUN 2013 - JUL 2014

- Identified staff vacancies and recruited, interviewed and selected applicants & assisted in maintaining the employee records and files.

Philippine State College of Aeronautics, Student Assistant/Admin Staff

JUN2008 - MAR2013

- Assist the school personnel and staffs.