Kimberly Ann Bogaoan

Administrative Assistant

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Organized and dependable Administrative Assistant successful at delivering key clerical support to internal teams, customer and other stakeholders. Detail-oriented specialist with background coordinating scheduling, correspondence and record-keeping. In-depth knowledge of office automation procedures with solid external and internal communication skills.

Skills

- Office administration
- Recordkeeping
- Workflow planning
- Technical support
- Meeting arrangements
- Communication skills
- Performance improvement
- Documentation and reporting

Software

- Microsoft Office Suite

Work History

Apr 2019 - Current

Administrative Assistant

Department of Agriculture Regional Field Office 1, San Fernando City, La Union, Philippines

Philippine Rural Development Proiect (PRDP)

- Ensures all correspondence, reports, and other documents requiring the DPD's signature are acceptable and correct
- Calendars and arranges the DPD's schedules, itineraries, and other activities (e.g., travel, meetings, conferences, and consultations), as well as arranging accommodations as needed
- Maintains a record and filing system that serves as a central repository for all relevant project documents, both in hard copy and electronic file
- Coordinates and follows up subproject's status as necessary
- Provides secretarial assistance during the conduct of meetings, workshops, and other activities of the project
- Assists in the preparation of vouchers and other financial documents needed by the component/unit for official transactions/activities
- Provides administrative support and performs other activities as assigned

Jan 2017 - Mar 2019

Project Development Associate

Department of Agriculture - Regional Field Office 1, San Fernando City, La Union, Philippines

Philippine Rural Development Project (PRDP)

- Assisted the RPCO I-PLAN Component Head with PRDP implementation, particularly I-PLAN activities such as VCAs and PCIPs

- Provided the I-PLAN team with technical support at workshops, seminars, and meetings, including the preparation of presentation materials, documentation, and reports
- Took charge of administrative arrangements and coordination activities for meetings, workshops, training, and seminars such as invitations to offices and entities, coordinating venues, preparation of travel orders, payments, etc.
- Received and released files of transmittals/communications
- Performed any other duties as assigned by the RPCO I-PLAN Head

Jan 2014 - Dec 2016

Administrative Aide II (Job Order)

Department of Agriculture - Regional Field Unit 1, San Fernando City, La Union, Philippines

Planning, Monitoring & Evaluation Division

- Received and categorized monitoring and evaluation section communications and documents and made them available and easily accessible
- Served as secretariat during meetings and workshops of the annual planning workshop, quarterly accomplishment review and assessment, regional management council, year-end assessment, and other special meetings and planning workshops
- Prepared/facilitated/followed up on signature and approval of purchase requests (office supplies, meals and snacks, and other necessary papers) for the planning, monitoring, and evaluation division
- Made photocopies of correspondence, documents, and other printed matter under MES

Education

June 2008 - May 2013

Bachelor of Science in Business Administration: Major in Human Resource Development

Saint Louis College - San Fernando City, La Union, Philippines
WES Equivalency Report: Bachelor's degree (three years)
Valid until Sep 2026

Languages

Filipino

English

References

Jovita M. Datuin, Ph.D.
OIC-RTD for Research & Regulations/RPCO 1 Deputy Project Director
Department of Agriculture RFO 1
San Fernando City, La Union, Philippines

Irene P. Tactac
Planning Officer III
Department of Agriculture RFO 1
San Fernando City, La Union, Philippines

Sharon A. Viloria
Senior Science Research Specialist
Department of Agriculture RFO 1
San Fernando City, La Union, Philippines