



# MARY JOY C. MORAÑA

BACHELOR'S DEGREE

## MAIN OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability to work well with people, which will allow me to grow personally and professionally.

## ACCOMPLISHMENTS

- ROOKIE OF THE YEAR 2019
- NCIH TESDA EVENTS MANAGEMENT PASSER

## CONTACT DETAILS

**Address:** 1801 Int. 65 Bo. Sta MariaPedro Gil, Paco Manila

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morana.maryjoy@gmail.com

## WORK EXPERIENCE

### PRIME OUTSOURCING INC.

**Front desk Staff / HR Assistant / Admin Staff**  
February 2019 up to April 2022

- Assisting Applicant, Client, Visitor
- Applicant Interview
- Resolve issues between Management and Employees
- Conduct Disciplinary Action
- Review and Payroll Check
- Update Company Policies
- Maintain Employee Records
- 201 Files
- Checking Official Gazette for Holidays
- Meeting with Top Management
- Decision Making
- Events Planning
- Ensure the front desk is neat, presentable, and equipped with all the necessary supplies such as pens, forms, and paper.
- Maintain records and files.
- Track and order office equipment and supplies.
- Answer all client questions and incoming calls.
- General office management such as ordering supplies
- Arranging both internal and external events
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Greeting visitors and deciding if they should be able to meet with executives.
- Filing and retrieving corporate records, documents, and reports.

### MORPH ANIMATIONS, INC.

**Receptionist (Project Based)**  
August 2018- December 2018

- Answer all client questions and incoming calls.
- Assisting Applicant
- Maintain records and files.
- Receiving Documents from client
- Greet guests and provide them with superb customer service.
- Dealing with email enquiries

## ACADEMIC

### RIZAL TECHNOLOGICAL UNIVERSITY

Boni, Ave Mandaluyong City

Bachelor of Science in Office Administration

Major in Office Management

Year 2016-2017