

# Maria Charlene C. Esmillarin

+63 965 275 6485

charlene.esmillarin@gmail.com

13A Duhat St. Western Bicutan Taguig City, 1630 Philippines

## Objective

Hardworking and versatile Administrative Assistant with proven organizational skills and thorough knowledge of corporate policies and procedures. Committed and passionate with a focus on professionalism.

## Experience

**Operations Staff** 03/2016 – Present  
**VILLCORP RESOURCES INC. – Pasig City**

- Provide support to Operations manager as and when required.
- Update internal operation procedures document as needed.
- Coordinate with Manger to schedule team meetings and to provide follow-ups.
- Work with Manager to provide excellent customer service.
- Sort and distribute mails and faxes to respective personnel

**Office Assistant /Purchasing Assistant** 01/2015 – 02/2016  
**WITCO Construction & Development Corporation – Pasig City**

- Created and updated records and files to maintain document compliance.
- Kept reception area clean and neat to give visitors positive first impression.
- Provided clerical support to company employees by copying, faxing, and filing documents.
- Sorted, organized, and maintained files.
- Verified accuracy of business records by consistently updating customer information.
- Maintained complete documentation and records of all purchasing activities.

**NDT Personnel / Office Assistant** 05/2014 – 12/2014  
**WITCO Inspection and Testing Corporation - Pasig City**

- Interacted with customers by phone, email or in-person to provide information.
- Answered incoming phone calls and transferred to staff members or provided requested information.
- Sorted, organized and maintained files.
- Completed clerical tasks such as filing, copying and distributing mail.

## Skills

Professionalism

Multitasking

Administrative Support

Flexibility

Ability to Work Well Under Pressure

Dedication

## Education

**Non-Destructive Testing  
Technology**

2011-2014

Technological University of the  
Philippines – Taguig Campus