

Maria Charlene C. Esmillarin

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Objective

Hardworking and versatile Administrative Assistant seeking a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Committed and passionate with a focus on professionalism.

Experience

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

- Provide support to the 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 the Manager to provide excellent customer service.
- Sort and distribute mails and faxes to respective personnel
- Prepared vouchers, receipts, and checks as required and entered details in the system

Office Assistant /Purchasing Assistant 01/2015 – Present
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.
- Managing all incoming and outgoing invoices.

OJT/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.
- 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

References

Jiela M. Lawas

HR Head

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Accounting Head

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