

MUTYA MERCADO – CRUZ

#28 Gladiola Street, Tres Hermanas Village, Mayamot, Antipolo City

0927-824-6995

md_mercado29@yahoo.com

OBJECTIVE

To take on the challenge of working in a highly professional environment that is able to present positive opportunities for intellectual, personal and financial growth.

QUALIFICATIONS

- Proficient in MS Office Programs (MS Word, MS Excel) and Internet usage.
- Good command in written and spoken English.
- Professionally committed and responsible. Adapt easily to new situations. Successfully handle a wide range of functions using a combination of creative, organizational and writing skills.
- Maintain focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.

RELEVANT EXPERIENCES

Executive Secretary (November 9, 1999 to December 31, 2019 – Company ceased operation)

Office of the President, Harrison Plaza Commercial Complex, Mezzanine Floor Century Park Hotel, Manila

- Answers phone calls and ensures proper scheduling of appointments and meetings.
- Carries administrative duties such as filing, typing, copying, scanning of various documents.
- Prepares payroll and check vouchers from various companies, government remittances, utilities and suppliers.
- Monitoring and acknowledges incoming/outgoing correspondences. Routing memorandum and other documents to various departments.
- Handles various bank transactions like deposits, encashment and telegraphic transfer.
- Knows basic bookkeeping

Smart Assistant (February to June 1999 – End Contract)

Jollibee 1, SM Southmall, Las Pinas City

- Handled kiddie parties
- Counter and dining crew
- Assisted Store Marketing Assistant

Store Crew (July 1997 to January 1998 – End Contract)

Kenny Roger's Roasters, Alabang Town Center, Alabang, Muntinlupa City

- Counter crew
- Dining crew
- Kitchen crew

EDUCATION

AB Communication Arts with Proficiency in Advertising

The Philippine Women's University

Taft Avenue, Manila

Secondary Education

Las Pinas College

Pilar Village, Las Pinas City

Elementary Education

Bo. Obrero Elementary School

Tondo, Manila

TRAINING:

Certified Caregiver NCII (VGB Center for Development and Training Corporation, 2nd Floor de Dios Building, 138 Timog Avenue, Quezon City)