

# EUNICE FRANCHETTE TAÑADA

## EXECUTIVE ASSISTANT

### PERSONAL PROFILE

I am a driven, highly motivated, professional with over 4 years of experience providing executive-level support.

### CONTACT DETAILS

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### AREAS OF EXPERTISE

- Managing files, records, and documents
- Performing accounting functions
  - Managing calendars
  - Customer service
- Training and supervising personnel

### SKILLS AND ABILITIES

Aside from secretarial work, I also possess exceptional organizational skills and well versed to Microsoft and Google Apps.

### EMPLOYMENT BACKGROUND

#### EXECUTIVE ASSISTANT

*Production Cazabon Inc. (January 2020 - Present)*

- Coordinate communications, track and follow up on requests and identify those of importance that require immediate attention
- Perform a variety of accounting activities, such as preparing quotes, invoices, and license agreements.
- Technical support for course building on HubSpot
- Produced accurate office files and updated spreadsheets
- Lead generation
- Responding to all emails daily and other correspondence for business processes.
- Assisting with onboarding new clients
- Customer and Live chat support
- Received and distribute all internal emails
- Ensure and maintain the confidentiality of all communication and documentation

#### ASSISTANT TO PRESIDENT

*GVA Courier Services (Sept. 2013 - May 2017)*

- I greeted VIP clients upon arrival and notified staff
- I sorted mail and managed all outgoing packages
- I conducted research and developed requested reports

### ACADEMIC PROFILE

#### STI COLLEGE SANTA ROSA

*Accounting Technology*

- Secretary for STI College Student Organization
- Member of the JPIA Club

#### SANTA ROSA SCIENCE HIGH SCHOOL

*Graduated Class of 2009*

*Honor Roll*

- President, Accountancy Club
- Secretary, Student Council