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EDUCATION

Year	Course	Specialization	Board/University
2004-2008	Bachelor's Degree in Computer Science	Information Management	Don Mariano Marcos Memorial State University

PROFESSIONAL SYNOPSIS

Administrative leader with 10+ years' broad-ranging experience providing executive support across hospitality, construction, and maintenance industries. Highly organized and detail-oriented, with a proven ability to manage business office functions, provide executive-level support, and facilitate smooth operations and successful project deliverables. Thrives on diverse challenges and maintains confidentiality, tact, and diplomacy when handling sensitive issue resolution.

PROFESSIONAL EXPERIENCE

AKTOR COMO INTERCITY FACILITIES MANAGEMENT

OFFICE MANAGER/EXECUTIVE ASST. 1st Jan '18-till date

PROFESSIONAL ACHIEVEMENT

- Created and coordinated work schedule to ensure coverage and smooth office and site operations.
- Developed strong relationships with managers and staff, creating a cohesive and productive team within a deadline-driven environment.
- Develop effective organizational and filing systems resulting in easy access to critical information and streamlined office functioning.

ROLES AND RESPONSIBILITIES

- Ensure the smooth running of the Headquarters from an Administrative perspective and support the needs and assist, the Senior Management Team (SMT) in delivering the project output.
- Schedule executive meetings, travel arrangements and organize daily calendars.
- Draft letters, memos and documents; prepare reports by collecting and analyzing information.
- Act as Secretary of the Board of Directors, and accurately record the minutes of meeting.
- Manage and retrieve corporate records, documents, and reports.
- Trained and supervised both permanent and temporary staff.
- Delegate works to junior staff, follow up on results.
- Receive and triage incoming communications to appropriate staff and facilitate response or action.
- Ensure adequate office supplies, and schedule office maintenance.

SHAQAB ABELA CATERING SERVICES

MANAGEMENT ADMIN ASSISTANT 12th Nov '12 - 31st Dec '17

ROLES AND RESPONSIBILITIES

- *Business Development:*
- Check Tender Advertisements for new business opportunities / Gather business intelligence on companies, leads and qualified prospects.
- Participates in the preparation of business proposals and tenders
- Arranges site visit schedules and other meetings for the company representatives and clients
- Communicate with the potential clients for requirements and acknowledgements through email
- Develop and maintain a tender tracking system in order to search, identify, submit and track the progress of applicable tenders
- Ensures all required tender submission documents are kept up to date
- Complete all necessary tender submission documents in a timely and accurate manner
- Follow up and track the progress of submitted tenders

- Registers on client's databases
- Conduct market research on Specialised Services
- *HR and Administration:*
- Coordinate and communicate through all means (emails, phone calls) HR-related concerns of staff from all the project sites/locations.
- Prepare and manage correspondences, reports, documents for submission to HR or other departments from all the project sites/locations and vice-versa.
- Prepare Monthly Timesheets, Invoices, and Quotations for submission.
- Liaise and coordinate with the Camp and Logistics Coordinator regarding transportation and accommodation of staff as needed
- Receive and allocate new arrival staff and liaise with site-in-charge for the staff's location assignment.
- Regular monitoring of manpower status of all the project sites.
- Screen applicants and schedule job interviews
- Manage and control office supplies/stationeries.
- Manage and organize filing systems including but not limited to updating of all personnel and general files, transmittals, correspondences, invoices, etc.
- Perform other administrative tasks as may be directed by the General Manager.

CRC CONCRETE MIX CORPORATION

EXECUTIVE SECRETARY 17th Nov '11 – 26th July '12

ROLES AND RESPONSIBILITIES

Support the owner and Company President of CRC. Act as 'gatekeeper', creating win-win situations for direct access to the President's time and office.

- Provides management or executive staff with support services such as typing, filing, scheduling appointments and meetings, and answering phone calls.
- Prepare, create and manage spreadsheets, presentations and reports.
- Manage and control office supplies, stationeries, and other materials necessary for the operation of the business.
- Train office staff in using new software programs and give orientation to new employees.
- Prepares check voucher, cash voucher for payments. Makes sure that entries on the bank cheques are all correct.
- Ensures invoices are paid on time.
- Check incoming and outgoing documents for signature are accurate.
- Prepare diesel consumption report for the vehicles.
- Deal with suppliers and ensure all orders are delivered on time.
- Perform other administrative tasks as may be directed by the Company President.

NEGRIL TRADING INC.

SECRETARY December '10 – March '11

ROLES AND RESPONSIBILITIES

- Prepare, create and manage spreadsheets, presentations and reports.
- Manage and control office supplies, stationeries, and other materials necessary for the operation of the business.
- Train office staff in using new software programs and give orientation to new employees.
- Prepare and manage daily attendance of employees
- Perform other administrative tasks as may be directed by the Plant Manager.

MCDONALDS CORPORATION

MANAGER TRAINEE October '10 – November '10

PRINCE PLAZA HOTEL AND APARTELLE

FRONT DESK CLERK March '10 – October '10

TEXAS INSTRUMENT (TI) BAGUIO

APPRENTICE February '10 – March '10

RIDGEWOOD HOTEL AND APARTELLE

FRONT DESK CLERK December '09 – January '10

SM SUPERMALLS

CASHIER July '09 – November '09

NCO CLARK PHILIPPINES

CUSTOMER SERVICE REPRESENTATIVE Sep '08 – June '09

TRANS MANILA INCORPORATION

ADMINISTRATIVE ASSISTANT April '08 – Sep '08

CONTINUING PROFESSIONAL DEVELOPMENT

- **Certified Facility Manager**, October 2020
- **Introduction to IFMA Education**, May 2020
- **Workplace Safety – Infection Control**, April 2020

REFERENCES

Available upon request.