

# Conchitina Codilla

Cagayan de Oro 9000  
[ccodilla8212@gmail.com](mailto:ccodilla8212@gmail.com)  
639173243400

Willing to relocate: Anywhere

## Work Experience

---

### **Administrative Support**

Philippine National Police - Cagayan de Oro  
July 2012 to Present

1. Providing support to our managers and employees, assisting in daily office needs and managing our Office general administrative activities;
2. Making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems;
3. Ensure the efficient and smooth day-to-day operation of our Office;
4. Compile data, statistics and other information;
5. Order office supplies and maintain inventory;
6. Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information;
7. Set up and maintain manual and computerized information filing systems;
8. Provide general support to visitors;
9. Act as the point of contact for internal and external clients;
10. Liaise with executive and senior administrative assistants to handle requests and queries from Senior Officers; and
11. Type and proofread correspondence, forms and other documents.

## Education

---

### **College diploma in Bachelor of Science in Nursing**

Lourdes College - Cagayan de Oro  
June 2005 to March 2009

## Skills

---

- Administrative Experience
- Proofreading
- Office Management
- Medication Administration
- Nursing
- Accounts Payable
- Microsoft Outlook

