

Alea May Vela

Industrial Engineer

Address Naga City, Philippines, 4400

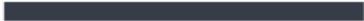
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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Maintains professional appearance and demeanor and expertly completes assigned tasks with focus on quality. Dependable and quick-learning team player with effective communication and organization skills.

Skills

Filing and data archiving		Excellent
Advanced MS Office Suite		Excellent
Administrative support		Excellent

Work History

2019-02 - 2021-09

Executive Assistant

PPH Digital Media Productions, Inc. , Quezon City, Philippines

- Scheduled timely repair and routine maintenance services to minimize disruption to office production.
- Created and maintained well-organized electronic and hard copy files to support business processes.
- Performed administrative duties and prepared operational procedures to assist operations support manager.
- Completed accurate and timely Director's transactions in Google Worksheet to maintain records and support internal audits.
- Completed daily logs for management review.
- Managed Director's calendar and recommended adjustments based on demand.
- Followed detailed directions from management to complete daily paperwork and computer data entry.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.

- Received and sorted incoming mail and packages to record, dispatch or distribute to correct recipient.
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
- Processed expense reports expeditiously to prevent corporate credit card limits from impacting company-related business.
- Executed record filing system to improve document organization and management.
- Scheduled office equipment repair and maintenance to extend equipment lifespan and prevent unplanned downtime.
- Monitored office calendars to plan meetings, activities and travel to maximize productivity.
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Scheduled appointments and conducted follow-up calls to clients.
- Screened visitors and issued badges to maintain safety and security.
- Booked airfare, hotel and ground transportation to coordinate office travel.
- Entered data into system and updated customer contacts with information to keep records current.

2018-07 - 2019-02

Operations Staff

PPH Digital Media Productions, Inc. , Quezon City, Philippines

- Conducted inspections of facility and executed corrective actions to optimize safety and sanitation.
- Assisted operations manager with planning of routine operations and special projects.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Ordered and distributed office supplies while adhering to fixed office budget.
- Increased customer service success rates by quickly resolving issues.
- Completed daily logs for management review.
- Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- Served as corporate liaison for finance, IT and marketing departments.
- Advised regarding delays and special circumstances.
- Drafted common document templates to reduce time spent creating documents from scratch.
- Managed and maintained file system covering expenses, reports and support documentation.

2017-02 - 2018-05

Personal Secretary

7R Development Corporation, Quezon City, Philippines

- Screened visitors and issued badges to maintain safety and security.
- Provided clerical support to company employees by copying, faxing and filing documents.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Drafted agendas, recorded minutes and generated documents to facilitate meetings.
- Handled daily scheduling tasks and provided administrative support for entire department.
- Answered multi-line phone system and enthusiastically greeted callers.
- Maintained daily report documents, memos and invoices.
- Booked airfare, hotel and ground transportation to coordinate office travel.
- Reviewed and balanced daily bank deposits and deposit report.
- Created and updated records and files to maintain document compliance.
- Scheduled appointments and conducted follow-up calls to clients.
- Coordinated driver dispatch to accomplish daily delivery requirements.
- Analyzed contract documents to identify ambiguity and conflicts between documents and specifications.
- Performed document reproduction, printing documents from electronic sources such as email attachments, PDF files and cloud storage.
- Scanned, filed and transmitted various documents and adhered to digital filing procedures.
- Prepared documents, such as contracts, statements of work, budgets, non-disclosure agreements and appendices.

Education

2012-06 - 2016-04

Bachelor Of Science: Industrial Engineering

University of Batangas - Batangas City, Philippines

Languages

English

 Excellent

Filipino

 Excellent