

# MARA CRISTINA S. NAVARRO

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## PROFESSIONAL SUMMARY

Hardworking Administrative Staff versed in handling wide variety of office tasks. Manages simultaneous needs with good decision-making and multitasking skills. Familiar with standard office practices, accounting support and telephone reception. Dedicated professional with demonstrated strengths in customer service, time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals. Capable Office Staff experienced working in challenging environments. Excited about opportunity to take next career step with your company.

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## SKILLS

Technical Skills	Stenography Literate
Clerical Skills	Adaptability and Flexibility
Organization Skills	Microsoft Office Skills
Multitasking Skills	Computer Literate

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## EXPERIENCE

### **ADMINISTRATIVE ASSISTANT (NOC B 1241)**

*LMCJ HANDLING SERVICES*, San Fernando City, La Union, Philippines

September 4, 2017 – Current

- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Carrying out clerical duties such as answering phone calls, responding to emails, typing, preparing documents, including office correspondence, memos, resumes, and presentations.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Send reminders for payments and contact customers when assigned.
- Issue invoices and bills and sent them to customers through various channels (mail, email etc.)
- Monitoring all payments and preparing monthly billing reports.
- Updating accounting records with issued invoices, processed payments, new balances, and customer contact information.
- Acting as a receptionist and/or meeting and greeting clients and visitors and direct them to the appropriate individuals.
- Handling administrative requests and queries from senior managers.
- Excellent interpersonal and communication skills. Able to effectively convey and receive information and ideas through a variety of media to and from individuals or groups in a concise, clear, coherent, and compelling manner.

- Organize, prepares agendas and schedules for meetings, conferences, and other assigned events; takes and distributes minutes or other notes as requested.
  - Performs other general clerical and secretarial duties as requested, which may include record keeping, managing petty cash, maintaining office supplies and coordinating equipment maintenance, and handling packages and correspondence.
  - Submit and reconcile expense reports
  - Handle sensitive information in a confidential manner.
  - Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
  - Maintaining filing system and diaries.
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## EDUCATION

### TERTIARY

Bachelor of Science in Office Administration

Union Christian College, San Fernando City, La Union, Year 2017

- Dean's Lister 2017