



# CHRISTINE JOY MELLAMA

## ADMINISTRATIVE ASSISTANT

### CONTACT

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ADDRESS  
Durian St., Relocation, Davao  
City, Philippines

### SKILLS

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- Customer Service
- Email Marketing
- Office 365
- Word Processing Tools
- Organizational skills
- Administrative skills
- Bookkeeping
- Attention to detail

### LANGUAGE

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- English
- Filipino

### ABOUT ME

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Energetic administrative assistant with 4+ years of experience in administration. Skilled in data processing and documentation analysis. At Compassion Int'l helped to increase work efficiency by 10% by implementing a new documentation workflow system.

### WORK EXPERIENCE

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#### Administrative Assistant

October 2017 - January 2019

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses
- Performed administrative tasks, including filling, reporting, tagging fixed assets, etc.

#### Customer Service Representative

January 2020 - February

- Assisted Clients to solve their concerns on their product that we are promoting and selling.
- communicated with clients on daily basis and ensured excellent customer service.

#### Public School Teacher

March 2021 - Present

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.

### EDUCATION

Southern Philippines Baptist Theological Seminary - April 2017

Bachelor of Arts in Christian Education -Graduate