



Ianne Grace Lasaca

ADMINISTRATIVE ASSISTANT

EXPERIENCE

Liwayway Marketing Corporation Administrative Assistant/ HR Officer

- Answer and direct phone calls
- Organize and schedule appointments and meetings
- Maintain contact list
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system.
- Generating the baggers' output summary
- Coordinating with the agencies concerning employees' performance
- Communicating with the employees about issues affecting their performance
- Processing, typing, editing, and formatting reports and documents using MS Office
- Liaising with internal departments and communicating with the public
- Preparing facilities and arranging refreshments for events, if required.
- Assisting recruiters to source candidates and update our database

FMC Small Loans Loan Processor

- Processing of loans and collecting the requirements of each applicant

2010- PRESENT

Aug. 2009- Nov. 2009

Phone:

+63 915 4238 612

Email:

lannegrace212@yahoo.com

Address:

Cugman, Cagayan de Oro City,
Philippines

EDUCATION

Central Mindanao University

Musuan, Bukidnon

Course: Bachelor of Science in
Office Administration

Major: Office Management

SKILLS

- Well verse in the use of computer applications; MS Excel, Word and Powerpoint, Google Sheet, Forms and Docs
- Fast typing skill

LANGUAGES

English Fluent
Filipino Fluent

SEMINARS ATTENDED

- 2007 Effective Strategies of Technical Writing
- 2008 Gender and Development Seminar