

# MYLENE D. MIGUEL

**Address** 257 Purok 3 Brgy. Wacal, Solano, Nueva Vizcaya, Philippines 3709

**Phone** +639175600997

**E-mail** [paulynmiguel@gmail.com](mailto:paulynmiguel@gmail.com)

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Secretary with over 2 years of experience managing daily administrative support tasks and operations in the Local Government Unit of Solano, Nueva Vizcaya, Philippines. Well-organized, quick learner committed to delivering high-quality results. Adaptable and versatile worker providing excellent customer service within dynamic environments.

## WORK HISTORY

**September 15, 2020 –  
Current**

### SECRETARY

Local Government Unit  
Barangay Wacal, Solano, Nueva Vizcaya, Philippines 3709

- Maintained daily report documents and memos
- Interacted with customers by phone, email or in-person to provide information
- Scheduled appointments and conducted follow-up calls to clients
- Handles daily scheduling tasks and provided administrative support for entire department
- Provided clerical support to employees by copying and filing documents
- Maintained electronic filing systems and categorized documents
- Updated spreadsheets and databases to track, analyze and report on performance
- Responded to emails and other correspondence to facilitate communication and enhance business processes
- Updated spreadsheets and created presentations to support and boost team productivity

**February 2007 –  
August 2018**

### OFFICE STAFF

Commission on Elections  
Intramuros, manila, Philippines

- Provided clerical support, addressing routine and special requirements

- Produced high quality communications for internal and external use
- Streamlined document processing to improve traceability
- Executed record filing system to improve documents organization and management
- Completed clerical tasks such as filing, copying and distributing mail
- Interacted with customers by phone, email or in-person to provide information

## EDUCATION

June 2000 – April 2004

### **Bachelor of Science: Information Technology**

*Nueva Vizcaya State Institute of Technology*

Bayombong, Nueva Vizcaya, Philippines

## SKILLS

Verbal and Written Communication	★★★★
Database Maintenance	★★★★
Meeting Support	★★★★
Appointment Scheduling	★★★★
Report Writing	★★★★
Inter-office Communications	★★★
Office administration	★★★

## CHARACTER REFERENCE

### **JANETTE Q. CRISTOBAL**

*Barangay Chairman*

Brgy. Wacal, Solano, Nueva Vizcaya

+639159621403

### **ROSEMARIE F. GOMEZ**

*Programmer*

Commission on Elections

Intramuros, Manila

+639174839812/ +639175258707