

MARY ANGEL BARGAMENTO

Purok Lemonsito, Barangay Umapad, Mandaue City
maryangelbargamento@yahoo.com
+639565979700

CAREER OBJECTIVE

To work as an **ADMINISTRATIVE WORKER** where I can make use of my experience in administrative field. A highly competent, motivated and enthusiastic individual with high experience in administration and office management. Well- organized, proactive with great communication skills and able to establish good working relationships with different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position to a reputable a company.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

Homebased Tutor Philippines
October 22, 2018 - Present

- Recruited applicants for Homebased ESL teacher (worldwide), resulted to 80% increase of newly-hired tutors.
- Conduct Demo Lesson for both Homebased and Office based ESL teacher.
- Answer email and queries for both applicants and teachers.
- Handling administrative requests and queries from senior managers
- Trained other employees on the appropriate call and email handling to effectively resolve customer issues in which it resulted to 10% increase of customer service rating.
- Collaborate with the management to recommend in maintaining well organized record for a fast-response to various administrative needs.
- Assisted in organization of activities, events and site visits.

HUMAN RESOURCE ASSISTANT, ADMIN

Virginia Food Inc.
February 7, 2018-August 10, 2018

- Conduct initial interview and answer queries.
- Conducts and furnishes Background Investigation for all short-listed applicants.
- Liquidates all uniform purchases to Accounting and responsible for complete and accurate inventory monitoring list.
- Processes Flight Booking Requests and ensures to safe-keep all the Flight Booking Request forms.
- Maintaining the coordination and implementation of Manpower requirements from Manpower Agency.
- Securing credit cards and prepares payment request forms and forwards them to Accounting-Disbursement Section for payment processing.
- Secures Identification Cards for newly hired and regular employees.
- Arranging meetings, appointments, and executive travel.

HUMAN RESOURCE ASSISTANT INTERN

Virginia Food Inc.

June 28, 2017 – September 29, 2017

- Created new hire folders and organized existing employees' files.
- Conduct initial interview.
- Assisting employees regarding to their loans/benefits.
- Answered email queries and greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Sorting and distributing mail.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

MAJOR IN HUMAN RESOURCE MANAGEMENT

University of the Visayas

Colon Street, Cebu City, Cebu, Philippines

November 2017

SKILLS

- Good interpersonal skills
- Ability to work under pressure
- Fast learner with a positive attitude
- Organize, accurate and detail oriented
- Good listener and keen to details