



# Kay F. Manzanades

## Professional Goals

Efficient in clerical professional work with number of experience working for both private & public sectors. Shown responsibility in handling with organizations that I am part of. Seeking to expand work experience and apply previously acquired skills in the government sector.

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## Contact Information

### Mobile:

09264972643

### Email:

kaymanzanades@gmail.com

### Address:

Block 21 Lot 12 Xavier Heights Cagayan de Oro City, 9000

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## Specializations

- Project Management
- Admin & Human Resource
- Arts & Design
- Basic Microsoft Office Operations - Word, Excel, Powerpoint
- Computer literate
- Critical and creative
- Leadership Skills
- Organized and Detailed Oriented
- Adaptable
- Resourcefulness

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## Languages Spoken

- English
- Filipino
- Japanese
- Korean

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## Work Experience

### Administrative Assistant II

**Department of Social Welfare & Development Region 10 | November 2021 - March 2022**

- Assists the department head & division chief in monitoring & scheduling of the travels for pay outs
- File organizing, handles and accepts request forms
- Submission of monthly reports and monthly meeting

### Administrative Officer

**CDO Solution Freight Express | June 2014 - June 2021**

- Supervises day to day administrative duties and task,
- Budgeting, organize meeting, filling and other task it will concern
- Handling and supervising of employees records , files, payroll

### Administrative Assistant

**MLG Advertising | August 2021 - November 2021**

- Assists business' files in order
- Monitors and making of records of sales for the month
- Handling employees data/concern , assist in screening applicants, generates payroll

### Administrative Staff

**VYM Boutique Hotel | April 2021 - May 2021**

- Assists business' files in order
- Monitors and making of records of sales for the month
- Generates payroll

### On the Job Trainee

**PAG-IBIG Fund | April 2017 - May 2017**

- File Organizing
- Data Entry
- Manage incoming and outgoing correspondence, dispersed mail to correct recipients within the office

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## Academic History

### Xavier University - Ateneo de Cagayan - 2018

**College Graduate | Bachelor of Science in Computer Science**

Organizations:

- Xavier Computer Enthusiasts League - (Officer , June 2015 - March 2018)
- XU - CSG Commision of Social Rights and Welfare - (Case Officer, June 2015 - March 2017)
- Xavier international Student Association (Secretary, June 2017 - March 2018)

Seminars Attended;

- Service Learning Program Summit - 2018
- Basic Orientation & Leadership Training