

Vincent Dave Jayme

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PROFESSIONAL SUMMARY

Experience delivering customer service and administrative, excellence, including clerical support and public interaction. Excels in calendar management, scheduling, data entry and database administration. Organized office professional with experience with meetings and providing customer assistance. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Administrative Aide position. Ready to help team achieve company goals. Detailed-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

AREAS OF EXPERTISE

Computer Literate
Scheduling
Recordkeeping

Sorting And Labeling
Teamwork And Collaboration
Filing And Data Archiving

Mail Handling
Writing Reports
Paperwork Drafting

CAREER EXPERIENCE

Administrative Aide

2016 - Present

Department of Public Works and Highways Ormoc City , Philippines

Performs administrative tasks such as typing, filing, and completing basic paperwork. Operates office devices, such as photocopiers, scanners, telephone and voicemail systems, personal computers, and other common office apparatus. Answers the telephone, directs calls to the right parties, and takes messages.

Responsible for keeping buildings in clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, shampooing rugs

Empty garbage and recycling receptacles into the proper waste containers, and keep receptacles clean and odor-free. All carpeted surfaces should be vacuumed and spot cleaned as needed.

EDUCATION

High School 2008 - 2011
- Sto. Niño College

Hotel Restaurant Services 2012 - 2014
- Ormoc International Polytechnic Academy

Housekeeping 2014 - 2014
- Ormoc City Institute of Technology