

Stephanie Cariaga

ASSET MANAGEMENT INVENTORY CONTROL ASSISTANT



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#81 Purok 3, Middle Rock Quarry,
Baguio City, Benguet, 2600,
Philippines

SKILLS and STRENGTHS

Data Management

Computer Software and
Application Knowledge

Communication Skills

Teamwork

Creativity

Flexibility

Interpersonal Skills

Learning Agility

Stress Tolerance

Emotional Intelligence

LANGUAGES

English

Filipino

ABOUT ME

Highly motivated Asset Management and Inventory Control Assistant with experience in inventory management and control of assets. Also, with experience in administrative operations in the government sector, willing to take on any task to help the organization's mission succeed. Currently obtaining National Certificate in Caregiving. Pleasant, hardworking, and reliable with great interpersonal skills.

WORK EXPERIENCE

ASSET MANAGEMENT AND INVENTORY CONTROL ASSISTANT
Saint Louis University Baguio City, Philippines |2022 – Current

- Assists the Asset Management and Inventory Control Officer in the implementation of the Office mandates, policies, processes, and standards on the inventory management and control of assets;
- Organizes and oversees the receiving functions of all incoming assets as well as inter-office asset transfers
 - a. Receives, inspects, and verifies accuracy, completeness, and quality of orders;
 - b. Tags all assets received for the proper monitoring of assets activities, maintenance, and disposal;
 - c. Schedules delivery of equipment or supplies to the requesting party/unit or to the referring department needing technical assistance (e.g., proper installation of equipment); and,
 - d. Updates property inventory and tracks the movement of non-expendable properties.
- Installs and monitors security tags and seals at the property and equipment as part of the security measures for the safeguarding of assets of the University;
- Maintains an inventory of assets and storage locations. Updates the same accurately and in a timely manner. Generates inventory statistics, reports, or records as necessary or required;
- Checks the accuracy of records and investigates and resolves inconsistencies;
- Tracks the movement of non-expendable properties;
- Enters all the requisite asset management information in the database;
- Oversees the preventive maintenance service of the major equipment/vehicles when needed;
- Ensures the proper disposal of assets following the applicable internal workflows and guidelines;

- Checks, and verifies the accuracy and completeness of the assets to be pulled out from their current location which are recommended for any, but not limited to, the following: sale or trade-in, inter-office asset transfer, donation, personal things that were brought to the University, and discarding. Verifies approval from the management and issues gate pass;
- Performs the annual physical inventory and interim physical inventory if necessary;
- Performs inventory of assets of the Unit Accountable for the change of Head of Office or essential personnel;
- Updates work-related concerns on the latest laws, technologies, systems, and policies regarding asset management and inventory keeping;
- Performs good housekeeping / maintains cleanliness and orderliness in the work area.

SCHOLARSHIP COORDINATOR - FINANCE OFFICE

Saint Louis University Baguio City, Philippines |
November 2019-2021 / July 2022 - October 2022

- Prepared payroll, liquidation report, and other pertinent documents in the implementation of the Tertiary Education Subsidy program of The Commission on Higher Education - Unified Financial Assistance System
- Communicated to student-grantees/parents for the completion/submission of requirements and distribution of their check refund.
- Checked the accuracy and completeness of the requirements document submitted
- Responded to inquiries via email, telephone, and social media platforms.

CLERK / SCHOLARSHIP COORDINATOR / TES FOCAL PERSON – UNIVERSITY REGISTRAR'S OFFICE

Saint Louis University Baguio City, Philippines | 2021-2022

- Prepared status reports, billing reports, and other scholarship-related reports
- Communicated to student-grantees/parents for the completion/submission of requirements
- Responded to inquiries via email, telephone, and social media platforms
- Updated the status of scholars/grantees in the Student Information System.

ADMINISTRATIVE AIDE IV

Department of Social Welfare and Development - Cordillera Administrative Region, Baguio City | Sept. 2018 - Dec. 2018

- Received/ monitored reservations of Dormitory and Training Center Prepares house rules, billet, and clearance
- Scheduled and coordinated appointments and events

- Ensured all rooms and conference hall are clean and in order and ready to use
- Cleaned and prepared the room and conference hall in the absence of the Staff in-charge
- Responded to inquiries via email, telephone, and social media platforms.

ADMINISTRATIVE AIDE IV / VEHICLE DISPATCHER

Department of Social Welfare and Development – Field Office 1, San Fernando City, La Union , Philipp| 2016 – 2018

- Received request for Red Plate Vehicles use and checked availability for the scheduled travel.
- Prepared Vehicle Trip Tickets based on approved Requests for Vehicles.
- Updated travel schedule in the bulletin board and inform drivers and passengers of their travels.
- Received request for Vehicle repairs/maintenance and Prepared pre-post repair inspection report for Vehicle repairs.
- Processed annual LTO registration of vehicles by sending the vehicle for Smoke Emission Testing, processing of GSIS Vehicle Insurance Application, and LTO Registration.
- Assisted drivers in obtaining cash advance/s for fuel and toll fees for long-distance travel.
- Prepared Obligation Request Status and Disbursement Vouchers for Electricity, Diesel/Fuel, Water, Cable TV subscription, and Newspaper Bills.
- Managed and monitored the delivery of Janitorial Supplies to Provincial Operations Offices and Regional Project Management Offices.
- Data entry for outgoing and incoming communications in the Document Tracking System (DTS) and route to concerned office/s
- Received, recorded, and endorsed incoming/outgoing communications to the offices concerned.
- Prepared a variety of different written communications, reports, and documents.
- Safekeeping of files and maintaining records/documents.
- Canvassing of supplies and materials.
- Prepared Waste Material Reports for RPVs waste materials.

ADMINISTRATIVE AIDE I / DATA ENCODER

Local Government Unit, Santol La Union, Philippines | 2015 - 2016

- Managed relational database to store information for reference, reporting, and analysis.
- Conducted Barangay/Municipal Assemblies
- Executed record filing system to improve document organization and management.
- Recorded meeting minutes to provide a historical account of actions, measure progress against strategic plan and drive accountability.

EDUCATION

CAREGIVING NC II (TECHNICAL-VOCATIONAL)

MMS Data Training Center Corporation
Baguio City, Philippines | January 2023

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Don Mariano Marcos Memorial State University – Mid La Union
Campus | San Fernando City, La Union, Philippines | March 2014

TRAININGS AND CERTIFICATIONS

BASIC NURSING SKILLS SEMINAR-WORKSHOP

- Care of Patients with Respiratory Needs
- Care of Patients with Feeding Problems
- Care of Patients with Elimination Problems
- Assisting in Monitoring Diabetic Patient

MMS Data Training Center Corporation
Baguio City, Philippines | December 2022

STANDARD FIRST AID AND BASIC LIFE SUPPORT - CPR WITH AED

Philippine Red Cross Training Center, Baguio City | November 2022