

Trisha Marie M. Santiano

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SUMMARY

Effective and proactive professional who always ensures that quality of work and service is being delivered to support the goals and objectives of the organization. Resourceful team player who excels at building trusting relationships with colleagues and others.

EXPERIENCE

BDO Unibank, Inc.

BDO Towers Valero

8741 Paseo De Roxas, Makati Citys

Administrative Assistant April 2019 to present

- Maintains records and files, and ensures confidentiality per se
- Monitors telephone courtesy
- Responds to requests, release of required documents and other special tasks assigned
- Handles meetings, appointments and other equivalent tasks
- Instills sense of value of work on the level of participation on the unit's business

Switchtek Construction Corporation

Congressional Ave. Quezon City

Account Executive (June 2015 to March 2019)

- Sells products by establishing contact and developing relationships with clients
- Maintains relationship with clients by providing support, information, guidance, researching and recommending new opportunities
- Prepares reports by collecting, analyzing, and summarizing information
- Contributes to team effort by accomplishing related results as needed
- Sends proposal and quotation to clients

ABS-CBN Corporation

Office of the Vice President – Creative Communication Department

On-The-Job Training

April 2014 – May 2014

EDUCATION

Bachelor's Degree

San Sebastian College-Recoletos Manila

Bachelor of Science in Business Administration Major in Business Management

C.M Recto Avenue, Manila, Philippines

S.Y. 2011 – 2015

I hereby certify that the above information is true and correct to the best of my knowledge and belief.