

# MAUREEN MIRANDA



## ADMINISTRATIVE ASSISTANT

### CONTACT

0961-453-2485  
133 David Street, FB Harrison,  
Pasay City  
mhaumiranda@gmail.com

### EDUCATION

#### **Bachelor of Science in Hotel, Restaurant and Tourism Management**

Nueva Vizcaya State University  
2014 - 2016

#### **Associate in Hotel, Restaurant and Tourism Management**

Nueva Vizcaya State University  
2012 - 2014

### SKILLS

- Organization and Efficiency
- Data entry documentation
- Deadline and detail oriented
- Administrative Operations
- File maintenance
- Multi-tasking and prioritization
- Interpersonal communications

### PROFILE

Knowledgeable Administrative Assistant dedicated in improving procedures for file movements, eliminating unnecessary storage and maintaining secure information. Effectively manages assignments and dedicated to provide expectation-exceeding service. Meets job demands and deadlines through diligent work-ethic and quality.

### EXPERIENCE

#### **Administrative Assistant | Greenmist Property Management Corporation**

**May 2019 - Present**

- Maintains all files of unit owners, work orders, proposals, and department files. Creates files for new owner/vendor and checks accuracy on all completed paperwork's submitted.
- Entertain client concern and inquiries.
- communicate unit concerns and inquiries to the appropriate staff/department
- Answered phone and performed clerical office functions
- Uploaded files and entered data into records management system
- Organized and stored hard copy files

#### **Receptionist | Shore Residences Condominium Corporation**

**September 2017 - April 2019**

- Welcomed guests and clients in friendly and positive manner
- Offered outstanding hospitality throughout client visits, aiding positive customer experiences and loyalty

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## ADMINISTRATIVE ASSISTANT



### EXPERIENCE

- Met incoming guests with professional approach and provided friendly and knowledgeable assistance
- Answered phone calls
- Maintained clean and orderly reception area to impress and welcome guests

#### **Food and Beverage Attendant | Vitalis Villas June 2016 - December 2016**

- Took orders using effective upselling techniques to increase customer interest in additional products
- Created and delivered orders while maintaining accuracy and attention to detail
- Retained knowledge of current menu items
- Delivered exceptional, friendly and fast service to process high volume of food and drink orders at peak times

### REFERENCE

- Nestor M. Dizon Jr.  
Operations Head - Greenmist Property Management Corporation  
0917-707-4801
- Noriel E. Rocela  
Property Manager - Greenmist Property Management Corporation  
0917-874-2490