

THERESA ABAYA

Learning Specialist

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184 Brookspoint Aurora Hill, Baguio City



SUMMARY

Highly motivated and professional Learning Specialist with over 12 months of experience providing high-level support to newly hired employees. Proficient in managing calendars, organizing meetings and events, conducting and facilitating training sessions, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

Saint Louis University

Bachelor of Science in Accountancy - Undergraduate
2021-2022

Saint Louis School of Pacdal, Inc.

Accountancy, Business and Management
2019-2021
With Honors

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Ability to generate daily end-of-day report with the use of Microsoft Office

EXPERTISE

- Communication
- Problem Solving
- Multitask
- Work Under Pressure

PROFESSIONAL EXPERIENCE

Learning Specialist

Foundever | July 2022 - Present

- Conducted and facilitated internal and client specified training sessions
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence

Customer Service Representative

Foundever | December 2021 - July 2022

- Assisted bank account holders with specified debit and credit adjustments
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence

Bookkeeping Clerk

Family Business | 2020-2021

- Generated weekly income reports
- Provided administrative support, including inventories with basic knowledge in encoding data on a general ledger
- Analyzed entry on assets, liabilities and equity