

# MARIA LOURDES I. TOMANENG

Manila, Philippines | tomanengmaria@gmail.com | +63 967 271 9249

## EDUCATION

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**University of Northern Philippines**

*Bachelor of Science in Biology*

**Vigan City, Ilocos Sur**

2008

## WORK EXPERIENCE

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**Livestock Owner and Registered Farmer**

*Self-Employed*

**Magsingal, Ilocos Sur**

*May 2021 - present*

- Raise and breeds various types of animals such as pig, goat and poultry.
- Manage the day-to-day operations of the farm, which can include tasks such as feeding, cleaning, and providing medical care to the animals.

**Fund Viser Commercial Broker LLC**

*Administrative Manager*

**Dubai, UAE**

*April 2018 -2021*

- *Involved with accounting and management team to set budgets, monitor spending, and processed payroll and other expenses.*
- *Promotes planning of schedules, office events, meetings, conferences, and training.*

**The Credit Zone Mortgage Broker**

*Administrative Officer*

**Dubai, UAE**

*Oct 2015 - Apr 2018*

- *Oversees the operation of office accounts, plans and monitors expenditures, coordinates with budget for the office and associated accounts.*
- *Responsible for Visa, Emirates ID and Insurance for employees.*
- *Faciliates management and administration procedure to ensure productive and efficient office operation.*

**Southwest Architecture**

*Administrative Officer*

**Qatar**

*Apr 2011 - Jul 2012*

- Provided word processing and secretarial support
- Managed travel arrangements.
- Acted as document controller (archive data for historical purposes, sent drawing transmittals and submittals, controlled documents registrar)

**Toscana Venture**

*Front Office Executive*

**Qatar**

*Jul 2012 - Sept 2014*

- Implemented shard copy and electronic filing system.
- Managed travel arrangements.
- Coordinated expirations of visa, ID, and apssport to Mandoob/HR Manager.

**Rachell Allen Reviewers USA, Inc**

*Student Coordinator*

**Pasig City, Philippines**

*Nov 2010 - Mar 2011*

- Assisted in development of special events.
- Acted as liaison between students and professional staff members.
- Performed administrative duties.

**Rachell Allen Reviewers USA, Inc.**

*Facility Coordinator*

**Pasig City, Philippines**

*Nov 2009 - Nov 2011*

- Handled registrations, orientations, and closing ceremonies
- Coordinated with the Finance Manager and paid bills on timely manner
- Manage phone, email and walk-in inquiries and handled basic bookkeeping.

## **EXPERIENCE & ACTIVITIES**

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### **CAREGIVING**

*Vocational Course*

**Vigan City, Ilocos Sur**

*December 2008*

### **Massage Therapy and Reflexology Seminar**

*Seminar*

**Vigan City, Ilocos Sur**

*Nov 7 - Dec 5, 2008*

### **Christian Growth Ministries**

*Volunteer*

**Dasmariñas, Cavite**

*Jan 19-24, 2008*

### **Tahanan ni Maria - Home for the Aged**

*Volunteer*

**Calamba City, Laguna**

*Jan 24 - 31, 2009*

## **SKILLS & INTERESTS**

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**Computer:** MS Office, GSuites, Trello, Toggl, Canva

**Interests:** Content Curation, Movies, Social Media Marketing, Music, Farming