

VANESSA P. ARANCILLO

Arnaiz Avenue Libertad Pasay, Metro Manila · (63) 9271403468

arancillo_vanie@yahoo.com



Objectives: Goal oriented administrative professional with 7 years experience in fast paced environment. Ready for any opportunity to utilize my administrative and management abilities, as well as my experience in operational development, quality control, and training.

EXPERIENCE

JUNE 2018 – PRESENT

CREWING STAFF (MANNING DEPARTMENT), LEONIS NAVIGATION CO., INC.

- ✓ Maintains and checks the accuracy and validity of the documents of the crews.
- ✓ Endorsing and assisting crews in other affiliated centers.
- ✓ Accountable in keeping the documents.
- ✓ Calling, informing, and answering the telephone calls of the crew regarding their line-up.
- ✓ Assisting the crew with their account and document discrepancies (MARINA, BOQ, POEA accounts)

NOVEMBER 2016 – MAY 2018

HR STAFF, DEKA SALES-WARLEN INDUSTRIAL SALES CORPORATION

- ✓ Sourcing, Recruitment, Outsourcing staff and interns
- ✓ Orientation of Code of Conduct(Company Profile)
- ✓ Field works through Job Fairs (monthly, quarterly etc..) in coordination with various school and other offices and Job site visiting
- ✓ Handling Internship (rotation and scheduling)
- ✓ Documentation, monitoring of daily schedule and assignments, etc)

EDUCATION

MARCH 2016

BS PSYCHOLOGY, RIVERSIDE COLLEGE

REGISTERED PROFESSIONAL TEACHER

FEB 2019 UNTIL JUNE 2, 2025 (REGISTRATION NO. 1752929)

MARCH 2012

HIGH SCHOOL GRADUATE, NEGROS OCCIDENTAL HIGH SCHOOL

SKILLS

- Good communicator who effectively conveys information verbally and in writing.
- Computer Literate (Microsoft Office Application/Word-Excel, MS-Word, Power Point).
- Resourceful team player who builds a trusting relationship with customer and colleague.
- Able to work well with a range of people both within and outside of organization.
- Able to analyze information quickly and use it to improve decisions.
- Strong multi-tasking and time management skills.



SEMINARS ATTENDED

- MANAGING STRESS IN THE WORKPLACE LEONIS – MALATE, MANILA
- ENGLISH BUSINESS WRITING LEONIS – MALATE, MANILA
- VIRTUAL EXECUTIVE ASSISTANT COURSE- VIRTUAL WORK PH

PERSONAL DATA

Date of Birth: June 02, 1995

Place of Birth: Bacolod City

Civil Status: Single

Citizenship: Filipino

Religion: Roman Catholic

Height: 153 cm

REFERENCES

Ms. Jonna Baldonado

Supervisor (Leonis Navigation Com Inc)

(63) 933-5826822

Ms. Johanna Nita Puig

Execution Associate

(Maersk Logistics and Services Phil Inc)

(63) 9495034463