



Jonalyn Delos Santos



National Highway, Barangay San Roque, Llorente, Eastern Samar



+639174552335



jonalyndelossantos050209@gmail.com

EXPERIENCE



March 2023 - I currently work here

Administrative Support Staff Municipal Environment and Natural Resources Office / Llorente, Eastern Samar

- Managed printer maintenance schedule and toner replenishment.
- Organized files, faxed reports and scanned documents into document management system.
- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Supported staff with clerical tasks for well-maintained office administration.
- Made copies and handled incoming and outgoing correspondence.
- Managed information on office databases for different organizational activities to track history and safeguard accurate information.
- Created and maintained spreadsheets using Excel.
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.
- Provided high level of administrative support, including copying and document distribution.
- Organized and stored hardcopy files.
- Booked and coordinated equipment maintenance to meet operational needs.
- Helped management teams develop policies and procedures to improve record management, confidentiality and security.
- Planned office events by reserving venues, communicating schedules and coordinating setup.
- Created and maintained company records and used software to review and monitor data.
- Greeted visitors and appropriately directed to designated areas.
- Coordinated communications between various departments to schedule meetings and keep office informed on critical matters.

PROFILE SUMMARY



Trustworthy Administrative Support Staff with 7 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines.

Responsible office staff, passionate about delivering outstanding quality and service. Offering 7 years of experience in industry with history of recognition for performance.

July 2016 - February 2023

Municipal Database Encoder DSWD KALAHI-CIDSS / Llorente,
Eastern Samar

SKILLS



- Multitasking and prioritization
- PC proficient
- Deadline-oriented
- File Maintenance
- Tracking documents
- Interpersonal Communications
- Records Management Systems
- Microsoft Office proficiency
- Office equipment operations
- Organization and efficiency
- Tach-savvy
- Information compiling
- Database Entry
- Administrative Support Skills

- Organized files and scanned documents into document management system.
- Scanned documentation and entered into database to maintain accurate records.
- Identified errors in data entry and related issues, reporting to supervisor for resolution.
- Coordinated, scheduled and executed in-depth data entry projects.
- Created and maintained office records and used software to review and monitor data.
- Compared source documents to verify accuracy of data.
- Performed regular backup operations to save data and avoid loss.
- Gathered and reviewed information to gauge accuracy and clarity.
- Regularly generated and printed reports to monitor activity and changes.
- Examined data to detect and rectify deficiencies or errors.

EDUCATION



Holy Virgin of Salvacion Foundation College, Inc., Tacloban City, Leyte

Bachelor of Elementary Education (Major in General Education)
May 2023

ELIGIBILITY



Civil Service Passer
(Sub-Professional)
Rating: **82.17%**

HOBBY AND INTERESTS



- Traveling
- Playing Sports
- Reading books
- Listening to music
- Baking
- Cooking

CERTIFICATES



Student Teaching Program

Holy Virgin of Salvacion Foundation College, Inc.

November 15 - December 15, 2022

UNESCO-APNIEVE Philippines 21st National Convention

UNESCO-APNIEVE Philippines

November 24 - 26, 2022

Cultivating Well-Being in School Communities

UNESCO-APNIEVE Philippines

October 7, 2022

Strategic Instructional Materials and Play for Learners in the Elementary and Secondary (SIMPLES)

Eastern Samar State University - Maydolong

September 16, 2022

1st International Hybrid Conference on Education

Eastern Samar State University - Maydolong

June 19, 2022

Training of Trainers on People-Centered Resilience and Participatory Disaster Risk Reduction and Management and Climate Change Adaptation (24 hours training credit)

DSWD RO-8

November 12 - 14, 2019

Municipal Database Encoding Workshop (16 hours training credit)

DSWD RO-8

December 13 -14, 2018

Municipal Database Encoding Workshop (16 hours training credit)

DSWD RO-8

October 29 -30, 2018

Area Coordinating/Municipal Area Coordinating Team Reorientation on Community Driven Development LGU-Led Implementation (40 hours training credit)

DSWD RO-8

September 17 - 21, 2018

BASIC COMPUTER LITERACY TRAINING (80 hours training credit)

Maydolong Tech4Ed Center

July 16 -27, 2018

2018 KC-NCDDP Municipal Database Encoders Conference
DSWD KALAHI-CIDSS National Driven Development Program
June 13 - 14, 2018

The Municipal Data Encoding Tactic Session
DSWD KALAHI-CIDSS National Driven Development Program
December 6 -7, 2017

Community Driven Development Training for Area & Municipal Coordinating Teams (16 hours of training credit)
DSWD KALAHI-CIDSS National Driven Development Program
August 9 - 11, 2017

Municipal Database Encoders' Tactic Session
DSWD KALAHI-CIDSS National Driven Development Program
April 27 - 28, 2017

Personal Development and Community Organizing Training
Kilusang Pagbabago Eastern Samar
December 2 -3, 2016

Training Seminar on Proper Operating Procedure thru Radio Communication
ACCESS5 Inc.
October 15, 2016

Standard Community Empowerment Activity Cycle Stages 3 & 4
DSWD KALAHI-CIDSS National Driven Development Program
August 22 - 26, 2016

Orientation on Work Productivity Improvement & DOLE's Technical Assistance Visit
DOLE Eastern Samar Field Office
March 10, 2010