



CLAIREZEL QUIAMBAO - SAMANIEGO

Admin Assistant

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179 Pio Valenzuela
Extension St. Brgy. Marulas
Valenzuela City

EDUCATION

Bachelor of Science in Tourism
Management
University of the East
2012 - 2016

Arellano University
High School
2008 - 2012

EXPERTISE

Canva Editing

Microsoft Office

Google Works

Customer Service

LANGUAGE

English

Filipino

ABOUT ME

I'm 28-year-old Filipino, born on August 14, 1995, who embraces life with a deep Roman Catholic faith. Their roots in the Philippines have shaped their vibrant cultural identity. As they celebrate their 28th birthday, they carry the warmth of Filipino traditions and a strong commitment to their faith.

WORK EXPERIENCE

Jan 2021 - Jul 2023
Company Name | Best Resource Enterprise Network Inc.
Admin Assistant

My tenure as an Admin Assistant/ Purchasing at Best Resource Enterprise Network Inc. equipped me with a comprehensive understanding of administrative processes, including procurement and inventory management. I played a pivotal role in optimizing the supply chain, ensuring cost-effectiveness, and maintaining a well-organized purchasing system. My meticulous approach to handling administrative tasks resulted in enhanced productivity and resource allocation.

Apr 2018 - Jan 2021
Company Name | Siegreich Solutiions Inc.
Receptionist/ Admin Assistant

I took on the role of Admin/ Receptionist at Siegreich Solutions Inc. This experience allowed me to further refine my organizational skills and attention to detail. I became adept at managing a busy office environment, handling calls, scheduling appointments, and serving as the first point of contact for clients and employees alike. My professionalism and dedication to efficiency contributed to a seamless office operation.

2017 - 2018
Company Name | Philippine Pizza Hut
Food and Beverage Server

In my role as a Food and Beverage Server at Pizza Hut, I honed my customer service skills to perfection. I learned the art of creating memorable dining experiences, ensuring satisfaction, and managing high-pressure situations with grace. I understand the importance of attention to detail, speed, and communication in providing top-notch service.

REFERENCES

Ms. April Consignado
HR Generalist - Siegreich Solutions Inc.
Phone: +639 178754533

Ms. Rachelle Anne Chui
Admin/ Finance Manager - Best
Resource Enterprise Network Inc.
Phone: +639 173047048