



NESTLE E. BAÑARES

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Summary

A passionate Administrative Assistant with total of 6 years' experience in clerical. I am known for my hardworking ethic and exceptional people skills.

Experiences

Administrative Assistant I (Contract of Service)

Jose R. Reyes Memorial Medical Center Annex Dr. Eva Macaraeg-Macapagal National Center for Geriatric Health, San Miguel, Manila

JULY 4, 2023 – DECEMBER 31, 2023

- Provide administrative support for the Engineering department; answering emails, filing, typing, preparing service reports, maintaining databases etc.
- Issues service requests to Engineering staff and coordinates work activities including contractor work.
- Drafting letters, and proofreads a variety of routine reports, letters, and documents.
- Received Meralco bill and Water bill and provide the certificate to forward to Procurement Management Department.
- Monitors and orders office and other related supplies; assists in preparing, processing, and tracking purchase requests and requisition slips for services and materials.

Administrative Assistant I (Job Order)

Jose R. Reyes Memorial Medical Center Annex Dr. Eva Macaraeg-Macapagal National Center for Geriatric Health, San Miguel, Manila

JANUARY 3, 2023 – JUNE 30, 2023

- Maintaining filing, receiving and forwarding documents, assisting with the preparation of meetings, maintaining office records, and drafting letters.
- Receive and screen all guest and incoming calls to the CAO Office, providing information and handling issues that may require sensitivity, and discretion.
- Receive and response to correspondence and emails received by the CAO. And follow up on correspondence accordingly
- Manages and maintains schedules for the CAO; ensures all meetings, events and appointments are properly recorded and documented within their calendars; arranges, reschedules, cancels and confirms appointments and meetings.
- Provides additional administrative support to members of CAO and Finance Department.
- Ensure documents for signature are accurate and complete.
- Prepares documents, purchase request and correspondence in conjunction with meetings.

Administrative Assistant I (Job Order)

Jose R. Reyes Memorial Medical Center Annex Dr. Eva Macaraeg-Macapagal National Center for Geriatric Health, San Miguel, Manila

JULY 5, 2022 – DECEMBER 31, 2022

- Manage the front desk which includes: gathering the patient's database: schedule, hospital card, type of laboratory procedure, and contact information.
- First point of contact with patients directing and managing patient care by scheduling patient appointments in a timely manner.
- Organizes and maintains Purchase Requests and Requisition Slip and other documents.
- Maintains a log of all laboratory testing done.
- Distribute the laboratory results on time.

Administrative Assistant I (Job Order)

Jose R. Reyes Memorial Medical Center Annex Dr. Eva Macaraeg-Macapagal National Center for Geriatric Health, San Miguel, Manila

FEBRUARY 3, 2022 – JUNE 30, 2022

- Working closely with the Chief of Hospital and responsible for providing wide range of administrative and operational support.
- Provides admin support for the Fellows in the Medical Services and other departments.
- Coordinate communications, track and follow up on requests, and identify those of importance which require immediate action.
- Ensure and maintain confidentiality of all the communications and documentation.
- Fulfilled all executive assistant duties for three executives in a Specialty Center.
- Managed complex calendars and facilitated communications.
- Supported executives with project support, data tracking, and administrative tasks.
- Frequently commended for quick-thinking and resourcefulness.
- Assisted with ad hoc presentation in Technical Working Group (TWG) in Department of Health (DOH).

Receptionist cum Secretary

Rikan General Trading LLC, Dubai, United Arab Emirates

JULY 17, 2016 – AUGUST 3, 2020

- Greet clients as soon as they arrive at the office and direct clients to the appropriate person and office
- Answer, screen, and forward incoming phone calls and emails.
- Ensure the reception area is tidy and presentable, with all necessary stationery and material.
- Provide accurate information in person and via phone/email.
- Receive, sort, and distribute daily mail/deliveries from clients.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges, and log book)
- Order front office supplies and keep an inventory of stock.
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, and transcribing.

Education

Adamson University, San Marcelino Street, Ermita, Manila

Bachelor of Science in Psychology

October 17, 2015

Skills

Computer Literate

Clerical Administrative

Recruitment

Attention Details

Organizational Skills

Communication Skills

Interpersonal Skills

References

Available upon request