



From Philippines

AIRA BEATRIZ PAYO

CONTACTS



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LINKS



Facebook
<http://http://https://www.facebook.com/airabheatriz.payo>

SKILLS



Flexibility

Responsibility

People Skills

Adaptability

Computer Proficiency

Communication Skill

Time Management Skill

ABOUT ME



I am a flexible and experienced construction field with excellent time management skill very willing to learn and develop new skills. I am determined and decisive.

WORK EXPERIENCE



AUG 2018 **CONSTRUCTION ADMINISTRATIVE ASSISTANT**
Ebuilders Construction and Development Corporation | Batangas

As a construction administrative assistant to support our office with clerical and administrative tasks. Communicate with clients, obtain bids from subcontractors, and place change orders.

EDUCATION



2018 **BACHELOR OF SCIENCE IN PSYCHOLOGY**
Batangas State University | Lipa City

INTERNSHIPS



MAR 2018 **ADMINISTRATIVE ASSISTANT**
Mary Mediatrix Hospital | Lipa City

Interview of patient or a relative, answering phones, maintaining patient records, and working with insurance companies for billing. Discussed about the policies of the hospital as a intern student.

DRIVING LICENSE



Driving license category

DL Code B

PERSONAL DETAILS



Date of birth

October 26, 1997

Nationality

Filipino

LANGUAGES



English



Filipino



JAN 2018

HR STAFF

Lima Park Hotel | Lipa City

MAR 2018

We are responsible for the employment process and orientation of the new staff member as a intern student.

EXTRA-CURRICULAR ACTIVITIES



MAR 2023

SAFETY OFFICER

JGT Safety Training Center | Manila

MAR 2023

MAR 2021

LAY RESCUER

Department of Health | Manila

MAR 2023