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✉ **e-mail address:**
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Educational Qualification:

Bachelor of Science in Business Administration
Philippine Women's University
Manila, Philippines
2019 – 2020

Medical Transcription – Undergrad
2-year-course with 75 units
MTC Academy
Cavite City, Philippines
June 2006 – October 2007

Training/Seminars Attended:

Managing Safely
IOSH (Institutional of Occupation Safety and
Heath), Dubai – United Arab Emirates
March 2018

Integrated Management System (IMS)
Dubai – United Arab Emirates
April 2017

Customer Service
OHSEC, Dubai – United Arab Emirates
August 2015

Business Writing
OHSEC, Dubai – United Arab Emirates
August 2015

Autocad (Basic)
STI College, Cavite Philippines
2008

PROFESSIONAL SUMMARY

BERNILYN ORBITA

Objective

Aspiring to contribute my accumulated knowledge from education, training, and work experiences to a reputable and well-established company. Eager to be an integral part of a dynamic team, actively engaging in collaborative efforts while continuously expanding my expertise within a thriving professional environment.

Work Experience:

Implementation Coordinator

Korn Ferry – Bonifacio Global City, Taguig – Philippines
21st March 2022 – present

Core Responsibilities:

- Support Project Managers and Consultants to achieve project deliverables.
- Perform administration activities as directed by the Implementation team.
- Managed document workflows efficiently.
- Track, monitor, update and follow up on meeting actions.
- Provide ad hoc administrative support as required

Virtual Assistant – Recruitment Executive

Sphere Rocket VA – Bagumbayan, Quezon City – Philippines
17th January 2022 – 21st February 2022

Core Responsibilities:

- Identified and recruited candidates through various channels.
- Conducted assessments for qualification match, cultural fit, and compatibility.
- Specialized in candidate sourcing, resume screening, and interview coordination.
- Managed candidate databases to ensure accuracy and compliance.

Admin Assistant

W Bridges Manpower Corp. – Kawit, Cavite – Philippines
23rd February 2021 – 23rd June 2021

Core Responsibilities:

- Identified opportunities for meaningful collaboration within and across industries.
- Advocated for the company's interests, actively working to advance collaborative efforts.
- Implemented actions to expand collaborators' goals, fostering mutually beneficial relationships.
- Addressed concerns surrounding collaborations and devised frameworks to maximize partnership benefits.

Administrative Associate

ATRAM Trust Corporation – Rockwell, Makati – Philippines

14th October 2019 – 14th March 2020 (Project Hire – End of Contract)

Core Responsibilities:

- Confidentiality Management:
 - Ensure a high level of accuracy and confidentiality in handling financial and client information.
- Document Management:
 - Establish and maintain organized filing systems for electronics and physical documents in preparation of upcoming audit.
- Departmental Support:
 - Provide general support to Trust Department and assist with related task.

Central Coordinator

Emirates Glass LLC – A subsidiary of Dubai Investments, Dubai – UAE

May 2016 – 26th June 2018 (end of contract)

Core Responsibilities:

- Ensure seamless coordination and communication across inter-company, inter-departmental, inter-branch, and inter-office channels regarding management directives.
- Coordinate and directly oversee projects or specific tasks within the department, ensuring successful completion.
- Organize and implement administrative systems and procedures, undertaking crucial support duties.
- Contribute to departmental goals by fulfilling related duties as required.

Administrative Assistant

First Free Zone FZ, Dubai – United Arab Emirates

December 2012 – January 16, 2016 (end of contract)

Core Responsibilities:

- Facilitated business licensing for free zone, onshore, and offshore companies, along with managing visa applications in the UAE.
- Provided clerical, administrative, and customer service support to mid- to high-level executives, ensuring efficient and accurate operations in a corporate setting.
- Managed correspondence, disseminated information to callers, maintained confidential records, and organized schedules.
- Conducted research and contributed to the preparation of motions, policies, and procedures.

Receptionist/Admin Staff – HR Department

RAK Precast FZC, Ras Al Khaimah – United Arab Emirates

May 2012 – December 2012

Core Responsibilities:

- Responded to all incoming calls, addressing inquiries whenever possible.
- Redirected calls appropriately and recorded messages when necessary.
- Welcomed and assisted visitors and staff as requested.
- Provided essential administrative services as needed.

Personal Data

- Date of Birth : May 25, 1988
- Marital Status : Single
- Nationality : Filipino
- Location : Gen. Trias, Cavite
- Language Spoken : English, Tagalog

CHARACTER REFERENCES:

Available upon Request

I hereby confirmed that the information stated above is true and correct.

Bernilyn Orbita
Applicant

Receptionist – Front Office Department

Al Hamra Fort Hotel and Beach Resort by Hilton, Ras Al Khaimah – UAE

February 2011 – April 2012

Core Responsibilities:

- Achieved positive outcomes from guest queries promptly and efficiently.
- Ensured a seamless reception experience for guests, handling check-in/out and completing audit procedures when required.
- Demonstrated a commitment to high-level customer service and maintained knowledge of hotel offerings, room categories, rates, and promotions.
- Implemented up-selling techniques to maximize room occupancy and promote hotel services.
- Adhered to proper procedures for currency acceptance and credit transactions following the hotel credit policy.
- Operated front-of-house equipment and property management systems in accordance with established policies and procedures.
- Followed company brand standards and provided assistance to other departments as needed.

Knowledge, Skills, and Abilities:

- Diplomatic handling of the public under stressful conditions.
- Proficiency in the Opera System and database updating methods.
- Effective communication skills.

Service Associates – Executive Office

Traders Hotel by Shangri-La, Manila – Philippines

May 2010 – November 2010

Core Responsibilities:

- Provided comprehensive support to the Executive Assistant Manager, ensuring confidentiality and smooth workflow in the department.
- Managed filing and control of confidential administration documents.
- Executed various duties as required.

Competencies:

- ✓ Administration
- ✓ Filing and Records Management
- ✓ General Administration
- ✓ Other Duties

Receptionist/Administrative Staff – Legal and HR Department

Medialink Contact Solutions Inc., Makati – Philippines

May 2009 – May 2010

Core Responsibilities:

- Managed incoming and outgoing calls, directing them to the appropriate individuals and taking messages as needed.
- Welcomed and guided customers and visitors, ensuring a positive experience.
- Organized incoming and outgoing documents efficiently.
- Monitored the fax machine for incoming faxes, delivering them to the relevant personnel.
- Provided support to the HR Department.
- Completed various office tasks as assigned by the Legal and HR Departments.