



# JANINE MAE T. CAPUA

## EDUCATION

2022

BACHELOR IN MEDICAL LABORATORY SCIENCE

- PHINMA - University of Pangasinan

2015

SECONDARY SCHOOL DIPLOMA

- LYCEUM NORTHWESTERN UNIVERSITY - Francisco Q. Duque Medical Foundation Special Science High School

## CONTACT DETAILS

✉ capujaninemae@gmail.com

☎ +639628271556

📍 108 Salisay Dagupan City,  
Pangasinan 2400

## SKILLS

- Strong technical proficiency with various Microsoft Office software and Google Workspace
- Excellent in English communication skills verbally and written.
- Administrative skills
- Strong customer service skills with the ability to resolve customer concerns
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## WORK EXPERIENCE

### EXECUTIVE ADMINISTRATIVE ASSISTANT

Dagupan Assemblies of God Worship Center, Inc.

June 2022 - Present

- Assist the pastoral staffs to do their powerpoint presentations using creative designs.
- Records the minutes of the meeting.
- Act as the point of contact among executives, department leaders, ministry heads and members.
- Manage information flow in a timely and accurate manner.
- Manage executives' calendars and set up meetings
- Oversee the performance and flow of the programs and services hosted by the organization.

### CUSTOMER SERVICE REPRESENTATIVE

Prosperity Consulting

April - December 2021

- Assist clients with their inquiries about their loans and also makes a follow-up on their payments of their loans.
- Assist clients also on any technical errors on their documents processed by our company.
- Helps customers understand the product and answering questions about the services they availed.