

KAYE KAREN M. MILLAMINA



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Homes Brgy. Bahay Pare
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EDUCATION

2017

Universidad de Manila, Manila

Bachelor of Science in
Psychology

SKILLS

- Excellent Oral & Written Communication
- Computer Proficiency
- Quick Thinking & Effective Decision Making
- Time Management
- Honesty and Trustworthiness
- Organizational Skills
- Love For Learning
- Detail Oriented
- Ability to Meet Deadlines

To obtain a position that will allow me to apply and enhance my skills and abilities. Self-motivated, energetic, looking for a challenging role. Bringing the ability to manage contact lists and customer spreadsheets and organize calendars to provide exceptional administrative support to executive

WORK EXPERIENCE

August 2019- Present

Pacific Concrete Products
Executive Assistant

- Manage Schedules
- Provide Efficient and Effective administrative support
- Other Administrative/ Clerical task

April 2018- June 2019

Pandewalker Corp.
Hr Assistant

- Employee Engagement
- Employee Relation
- Training Assistant
- Time Keeping/Payroll

February 2016- March 2018

McDonalds Jackman Monumento
Service Crew