



# KAYE KAREN MARTINEZ- MILLAMINA

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

## CONTACT

✉ kayemillamina4@gmail.com

☎ +63 977 086 3164

☎ +63 991 329 4808

📍 Block 08 Lot 16 Phase 3  
Elysian Homes Bahay  
Pare Meycauayan Bulacan

🎂 December 20, 1996

📧 kayemillamina4@gmail.com

## 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

## WORK EXPERIENCE

**EXECUTIVE ASSISTANT** 2019-Present  
Pacific Concrete Products Inc.

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

**HR ASSISTANT** April 2018- June 2019  
Pandewalker Corp.

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

**SERVICE CREW** February 2016- March 2018  
McDonald's Jackman Monumento

## EDUCATION

**Universidad de Manila** 2013-2017  
Bachelor of Science in Psychology