

## LAARNI JANE GALLENERO ONG – PALMA

**Licensed Professional Teacher (LPT), 2161489**

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Current Location: Malate, Manila, Philippines

Availability: 30 Days' Notice



### PERSONAL DATA

Age: 34  
Date of Birth: Jan 1, 1990  
Gender: Female  
Civil Status: Married  
Height: 152.44 cm  
Weight: 51 kg  
Nationality: Filipino  
Religion: Roman Catholic  
Permanent Address: Iligan City, Philippines 9200

### EDUCATION

Diploma in Teaching  
**(Graduate- 18 Units Earner)** Guimaras State University  
January 2022- January 10, 2022

Bachelor of Arts in Political Science  
**(Graduate)** Mindanao State University-Iligan Institute of Technology (MSU-IIT)  
Jun 2006 - Apr 2010

Bachelor of Laws (Undergraduate) Mindanao State University-College of Law Iligan Extension

### WORK EXPERIENCE

Position: **IALAP Coordinator**  
Duration: May 02, 2023 – Present  
Company: Far Eastern University (FEU) – Institute of Technology  
Department: Industry Academe Linkage Alumni Placement Office (IALAP)

Job Description: Responsible for the timely placement of Student Interns to the Industry Partners. Ensure smooth coordination of the Student Interns deployment until the end of their internship. Handles pre-internship and deployment orientations and classes. Oversee the class consultations and webinars of the Student Interns. Conducting and Facilitating webinars and meetings. Other task assigned related to Student Internship for the term.

- Position: **Admin Assistant to Country Manager**  
Duration: February 11, 2020 – April 28, 2023 (3.2 yrs)  
Company: Pan Euro Int'l GSSA **Ethiopian Airlines Enterprise (PH Branch)**  
Department: ADMIN, ACCOUNTS

Job Description: Performs all admin tasks as an administrative assistant to Ethiopian Airlines' Country Manager. not limited to filing, record keeping, manning telephones, etc. Manage and maintain files, retrieving records, reports, and documents. Apply basic accounting knowledge when producing reports/journals or ledgers. Prepare and Process ET's payables to the Head Office. Ensure all payments in MNL station are properly handled. Prepares the monthly tax remittance data such as BIR1601, 1601EQ, 2551Q, and 1702Q) and coordinates for timely payment.. Manage and monitor the Petty Cash Fund for ET – Country Manager and Airport and submit a report to GSA Accounting Department for replenishment. Follow up with National and Local Government Agencies pertaining to ET's Philippine Government (such as SEC, BIR, MIAA, Barangay Clearance, and City Permit, contract of lease etc.),

and update or furnish a copy to Business Development Director. Handle some GSSA Admin/HR/Finance functions in the Makati Office. Assist with Airport Operations related to payment and compensation to the passengers. Reservations and Ticketing Counter if necessary. Coordinate and perform other general tasks as assigned by ET and GSSA from time to time.

3. Position: **Admin - Office Manager**  
Duration: July 8, 2015 – January 15, 2020  
Mall of Asia W.L.L. Qatar (Shopping Mall)  
GUITC-Import & Distribution (Beverage & Rice)-Inventory  
**Brand Hyper Pvt. India**-Retail Planning (Office works)  
Department: ADMIN, ACCOUNTS, PURCHASE DEP'T (All Around Office Works)

Job Description: Handles all administrative and management related activities of the company. Act as the Executive Assistant of the Chief Executive Officer / company owner. Monitor and coordinate all employee related issues such as employee Management including hiring of personnel, processing visas for the Management and newly hired employees in different countries such as Philippines, India, Nepal, Bangladesh, Sri Lanka, Africa and Morocco. Monitors the Reconstruction of Building, Civil Defense Approval, Planning, Issuing Payment to Contractors. For the Import and Distributions, coordinates suppliers worldwide for the timely shipment of the imported goods and ensure the shipment clearing in Qatar.

- Position: **Purchase Head for Food & DPH**  
Duration: Nov 12, 2012 – July 6, 2015  
Company: **MALL OF ASIA W.L.L (QATAR)**  
Company Industry: Retail /Wholesale  
Location PO BOX 30126 DOHA, QATAR  
Department: PURCHASE DEPARTMENT

Job Description: Responsible for the timely placement of purchase orders to more than hundred suppliers and delivery of materials to meet order requirements and maintain stock inventory levels within approved guidelines.

4. Position: **HR Assistant**  
Duration: Jan 26, 2011 - Aug 15, 2012 (1.7 yrs)  
Company: Top Point Services Enterprises  
Company Industry: Human Resources / Manpower & Recruitment  
Location Quezon City  
Department: Human Resource Department

Job Description: Acts as the assistant for the screening function of recruitment. Performs the different steps of screening from signing of application forms to initial interview to administering of tests and checking the results to compiling of the application documents for transmission to clients. Also acts as the office keeper of the recruitment office and performs secretarial and administrative tasks for the recruitment department.

5. Position: **Secretary and Cashier**  
Duration: Jun 12, 2010 - Oct 27, 2010 (0.4 yrs)  
Company: Alexis Service Center  
Company Industry: Oil / Gas  
Location Iligan City  
Department: Admin Department

Job Description: Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

6. Position: **SK Chairperson**  
 Duration: Oct 27, 2007 - Nov 30, 2010 (3.1 yrs)  
 Company: City Government of Iligan City Brgy Ditucalan  
 Company Industry: Government  
 Location: Iligan City  
 Department: Sangguniang Kabataan

Job Description: In-charge of Sports and Youth Development in the Barangay.

7. Position: **Tutor**  
 Duration: Oct 31, 2006 - Apr 8, 2010 (3.4 yrs)  
 Company: City Government Of Iligan City Brgy Ditucalan  
 Company Industry: Education & Training Services  
 Location: Iligan City  
 Department: City Scholars Division

Job Description: Performs Tutorial sessions to Kindergarten and Grade 1-4, students as part of our Community Service before our allowance will be release.

### CERTIFICATIONS

Certification	Certification No.	Date
1. Leadership Award from MSU-IIT CASS	2010-0001	Apr 8, 2010
2. President Gloria Macapagal Arroyo Leadership Award	2006-0001	Apr 6, 2006
3. License Professional Teacher	2161489	Dec 7, 2023

### SKILLS

Skill	Year of Experience	Remarks
1. Computer Literate	10	Above Average
2. Communication Skills	10	Excellent

### LANGUAGES SPOKEN

Language	Proficiency Level (5=Excellent; 1=Poor)
1. Filipino	5
2. English	5
3. Spanish	1
4. Arabic	1

### AVAILABLE DOCUMENTS

#### Passport

Number: P8196794A	Expiry Date: AUGUST 01, 2028
Place of Issue: DFA NCR CENTRAL	Date of Issue: AUGUST 02, 2018

### REFERENCES

Available Upon Request

### SALARY

Negotiable