

# Morelo, Precious Destreza

227 L. Vispo St. Naparing, Dinalupihan Bataan

[preciousmorelo12@gmail.com](mailto:preciousmorelo12@gmail.com)

+639052842458



## Objectives

To work in a competitive company that will develop my skills, knowledge, personality and gain experiences for my personal use and for the company's advancement.

## Work Experience

### Tenderly Hospice and Hazelwood Enhanced Memory Care

August 2020 – present

Oregon, United States

#### Executive Assistant

- Provide administrative support to the executive: perform various administrative tasks such as scheduling appointments, answering calls, responding to emails, and managing calendars for the executive.
- Coordinate meetings: responsible for coordinating and scheduling meetings, organizing venue, sending out meeting invites and preparing agendas or meeting minutes.
- Handle confidential documents: have access to important and confidential documents, and responsible for organizing, filing, and maintaining such documents.
- Manage travel arrangements: handle booking travel tickets, creating itineraries, arranging transportation, and booking lodging for executives who travel frequently for work.
- Conduct research: assist the executives in collecting and analyzing information for various projects or research work that they may have.
- Assist with various projects: help in managing various projects, coordinating with professionals, creating project reports, and making presentations. (Surveys, Hiring Process, Licensing, Residency Agreement for Move-ins)
- Act as a liaison: responsible for communicating between the executives and other staff, clients, and external stakeholders.
- Social Media Management: responsible for creating content and posting in social media platform like Facebook and Instagram.

### Property Management Experts

April 2020 – September 2023

Alberta, Canada

#### Property Manager

- Collecting Rent and Financial Management: responsible for collecting rent from tenants, ensuring timely payments, and managing financial aspects such as budgeting, accounting (bookkeeping and CRA Audit), and handling property expenses.
- Tenant Relations: Building and maintaining positive relationships with tenants. This involves addressing their concerns, handling maintenance requests, coordinating repairs, and ensuring tenant satisfaction.
- Property Maintenance and Inspections: Overseeing property. This includes regular inspections, coordinating repairs and renovations, and ensuring compliance with safety and building codes.
- Advertising and Tenant Screening: responsible for advertising vacant units, conducting tenant screenings, including background checks and credit evaluations, and selecting suitable tenants to fill vacancies.
- Lease Administration: Handling lease agreements, negotiating lease terms, preparing lease documents, handling lease renewals or terminations, and ensuring compliance with legal and regulatory requirements.
- Financial Reporting: Generating financial reports, tracking rental income and expenses, preparing financial statements, and providing regular updates to property owners or

stakeholders.

**Alorica Philippines**

**August 2019 – February 2020**

Clark Pampanga

**Customer Service Representative**

- **Customer Service:** Provide high-quality customer service to clients by addressing their inquiries, requests, and concerns promptly and professionally. This involves answering phone calls, and interacting with customers in a courteous and efficient manner.
- **Shipment Processing and Tracking:** Assist customers with placing shipments, tracking shipments, and providing updates on delivery status. Ensure accuracy in order entry and monitor shipments to meet customer expectations.
- **Issue Resolution:** Handle customer complaints or issues, proactively identify solutions, and work towards timely resolutions.
- **Account Management:** Maintain customer accounts by updating customer information, managing contracts or agreements, and ensuring accurate billing or invoicing.
- **Documentation and Reporting:** Maintain accurate records of customer interactions, inquiries, and complaints within the designated customer relationship management (CRM) system. Generate reports on customer trends, concerns, or feedback to help improve service quality.
- **Product or Service Knowledge:** Possess in-depth knowledge of the UPS logistics products and services offered to effectively address customer inquiries or provide appropriate recommendations. Stay updated on industry trends and changes in shipping regulations.

**Watanabe Engei**

**August 2018 – July 2019**

Aichi-ken Japan

**Facility Horticulturist**

- **Plant Care and Maintenance:** responsible for the care and maintenance of plants within the facility. This involves watering, fertilizing, pruning, and overall plant health monitoring.
- **Pest and Disease Control:** Identify and address plant pests, diseases, or nutrient deficiencies promptly.
- **Fertilization:** execute fertilization plans to ensure plants receive adequate nutrients for optimal growth.
- **Irrigation Management:** Monitor and manage irrigation systems to ensure plants receive appropriate levels of water. This includes adjusting irrigation schedules, checking for leaks or malfunctions, and ensuring efficient water usage.
- **Safety and Compliance:** Adhere to safety protocols related to horticultural activities, such as pesticide application and use of equipment.
- **Collaboration and Communication:** Collaborate with co-workers to ensure integrated facility management that aligns with horticultural requirements.
- **Effectively communicate with stakeholders,** such as facility managers or clients, regarding plant care, projects, and scheduling.

## **Jeron Travel and Tours Corporation**

Parañaque, City Manila

**August 2015 – March 2017**

### **HR Assistant**

- **Recruitment and Onboarding:** Assist in the recruitment process, including posting job openings, screening resumes, scheduling interviews, and conducting background checks. Help with new employee onboarding, preparing documents, coordinating orientations, and ensuring a smooth transition into the organization.
- **HR Administration:** Maintain employee records (201 Files) and databases, including personnel files, benefits information, and attendance records. Assist in updating and maintaining HR policies and procedures. Prepare HR-related documents, such as employment contracts, offer letters, and termination letters.
- **Employee Relations:** Support employee relations by handling employee inquiries, assisting in conflict resolution, and escalating issues to HR management when necessary. Assist in maintaining positive employee morale by coordinating employee activities, recognition programs, and internal communication initiatives.
- **Benefits and Compensation:** Assist in benefits administration processes, such as enrollment, changes, and terminations. Collaborate with relevant parties to process payroll, ensuring accurate and timely payments to employees. Support the implementation and communication of compensation and benefits programs.
- **Training and Development:** Assist in coordinating training programs, including scheduling sessions, assisting with logistics, and managing training materials. Help with tracking employee training records and evaluating training program effectiveness.
- **HR Compliance:** Stay updated on labor laws, regulations, and HR best practices to ensure compliance. Assist in preparing reports as needed for regulatory compliance or internal audits.
- **HR Projects:** Support HR initiatives and projects as assigned, such as employee surveys, performance management processes, or policy reviews. Assist in data collection, analysis, and reporting.
- **HR Communication:** Assist in drafting HR communications, such as announcements, policy updates, or employee newsletters. Help in preparing HR-related communications for internal distribution.

### **Purchasing Staff responsibilities:**

- **Procurement Process:** Assist in conducting market research and identifying potential suppliers and vendors. Collect and analyze supplier quotes, negotiate pricing and contract terms, and issue purchase orders.
- **Supplier Management:** Maintain relationships with existing suppliers, ensuring timely delivery and quality of goods or services. Resolve any supplier-related issues or conflicts. Evaluate supplier performance and participate in supplier performance reviews.
- **Inventory Management:** Assist in managing inventory levels and replenishing stock as needed. Coordinate with other departments to identify procurement needs, track inventory usage, and optimize inventory levels.
- **Purchase Requisition Processing:** Process purchase requisitions and ensure compliance with procurement policies and procedures. Validate information provided, review specifications, and seek necessary approvals before proceeding with purchases.
- **Vendor Documentation and Compliance:** Maintain vendor and supplier records, including contracts, certificates, or licenses. Ensure that vendors comply with legal and regulatory requirements, such as insurance coverage, certifications, or sustainability standards.
- **Cost Control and Budgeting:** Assist in monitoring purchasing activities to ensure adherence to budget limits. Help in identifying cost-saving opportunities, implementing cost-effective purchasing strategies, and preparing purchasing reports as required.
- **Record-Keeping and Reporting:** Maintain accurate procurement records, including purchase orders, invoices, and receipts. Generate reports on purchasing activities, such as spending analysis, purchase order status, or vendor performance.

- Collaboration and Communication: Coordinate with internal stakeholders, such as finance, operations, or project teams, to gather procurement requirements and ensure timely delivery of goods or services. Communicate with suppliers to address inquiries, resolve issues, and negotiate terms.

**Taiwan Transportation and Vehicle Manufacturers Association**

SMX Mall of Asia Convention Center

Exhibitor/ Specialist for Taiwanese (Seasonal)

July 8-10, 2016

July 7-9, 2017

July 13-15, 2018

July 26-28, 2019

**Educational Attainment**

**College** : **Bachelor of Secondary Education**  
 San Ramon Dinalupihan Bataan, Philippines  
 SY: 2011–2015

**Vocational:** **Bartending NCII**  
 Eastwoods College of Science and  
 Technology  
 San Ramon Dinalupihan Bataan 2015

**Secondary** : **Jose C. Payumo jr. Memorial HighSchool**  
 Naparing, Dinalupihan Bataan  
 2007–2011

**Primary** : **Mabiga Elementary School**  
 Mabiga, Hermosa Bataan  
 2001 - 2007

**Personal Data**

Nationality: Filipino  
 Date of Birth: September 10, 1994  
 Height: 5'4'  
 Weight: 52 kgs  
 Language Spoken: English and Tagalog  
 Civil Status: Married  
 Religion: Roman Catholic

**Character Reference**

*References available upon request.*

*I hereby acknowledge that the information provided above are true and correct to the best of my knowledge.*



**Precious L. Destreza**

Applicant

