

NERISSA FLOREN PILOTIN

Cabangaran, Santa, Ilocos Sur

Philippines

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KEY QUALIFICATION

- More than two years of in-depth experience in record management. Able to multi-task, identify priorities and meet tight deadlines without compromising quality.
- Bachelor's degree in Elementary Education and Master of Arts in Education holder.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, and Outlook), and adaptable to any related systems.
- Knowledge of office management systems and procedures.

CORE COMPETENCIES AND TECHNICAL SKILLS

- Experienced in managing calendar, answering phone calls, scheduling appointments with clients and partners and arranging and scheduling seminars and meetings.
- Highly proficient in document preparation and data entry.
- Excellent team player and can work independently with minimal supervision.
- Strong attention to detail, coordination, communication skills, and organizing skills.
- Strong passion in administration which motivates me to continuously develop and improve my skill sets.

PROFESSIONAL EXPERIENCE

Administrative Assistant

March 2021-present

Technical Education and Skills Development Authority

Vigan City, Philippines

- In-depth experience in managing, controlling, disposing, and maintaining records/documents in the office. Introduces color coding filing system for easier tracking of records/documents.
- Prepared financial reports such as Report of Collection and Deposits (RCD) and Report of Accountability for Accountable Forms (RAAF)
- Answered phone calls, responded to emails, and managed customer inquiries. Performed daily tasks such as organizing files, scheduling meetings and answering phone calls.
- Prepared minutes of meeting during staff meeting and meeting with partners.

- Sorted and distributed incoming and outgoing mail, drafted responses to routine inquiries, and operated a variety of office equipment.
- Maintained organized records of office supplies and equipment.

Teacher

July 2018-March 2021

Macro Colleges, Inc.

Vigan City, Philippines

- Responsible for the development and intellectual advancement of students under my supervision. To ensure effective and efficient transfer of learning.
- Responsible for the development of the behavioral, emotional, and moral capacities of students.
- Contributed to the development of learning modules.

EDUCATION

Masters Arts in Education

Major in Educational Management

St. Mary's College

Sta. Maria, Ilocos Sur, Philippines

2019-2024

Bachelor of Elementary Education

Major in General Education

UNIVERSITY OF NORTHERN PHILIPPINES

Vigan City, Ilocos Sur, Philippines

2013-2017

CERTIFICATIONS

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| • ISO 9001:2015 Awareness Training | October 6, 2021 |
| • Records Management Program | November 8-10, 2021 |
| • ISO 9001:2015 Risk Management Process Training | March 22-23, 2022 |
| • Seminar-Workshop on Records Recovery and Disaster Preparedness | October 5-6, 2022 |
| • Basic Records and Archives Management Training | November 3-4, 2022 |
| • Best Practices in Procuring Materials, Services, and Equipment in TESDA | September 28, 2023 |