



Marnie A. Ares

Administrative Aide

with 7 years of experience handling confidential tasks and making routine office tasks as efficient as possible. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Contact

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Email

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Address

P1, Poblacion, Libona,
Bukidnon Philippines 8706

Education

2020

Professional Education

Philippine College Foundation

2004-2011

Bachelor of Science in Business

Administration major in

Banking and Finance

Bukidnon State University

SKILLS

- Communication =====
- Customer service =====
- Microsoft Office =====
- Computer skills =====
- Ability to Multitask =====
- Fast Learner =====
- Ability to work under pressure =====

HOBBIES

- Playing sports: BASKETBALL, VOLLEYBALL, BADMINTON and TABLE TENNIS
- Hiking
- Biking
- Reading books
- Travelling
- Selling

LANGUAGES

- English
- Tagalog
- Korean (basic)

Experience

○ **2018-PRESENT**
 Provincial Government of Bukidnon under Prosecutor's Office
Administrative Aide

- Draft Information and Resolution for newly filed cases
- Email subpoenas to respondents, witnesses and complainants
- Official documents recorded and controlled
- Resolve Inquest cases
- Assisting walk-in clients, emails and incoming calls
- Prepare month end and quarterly reports

○ **2016-2018**
 Local Government Unit of Libona
Accounting Staff

- Assisting walk-in clients, emails and incoming calls
- Obligate monthly contributions of the employees
- Log and received vouchers
- General clerical duties

○ **MARCH 2015-DECEMBER 2015**
 Department of Agrarian Reform-Region 10
Accounting Staff

- Obligate incoming vouchers
- Balance month-end appropriation
- Prepares month-end report
- Receive and log incoming and outgoing vouchers

○ **2011-2012**
 Agrinanas Development Co., Inc.,
Growers Accountant

- Compile data and facilitate payment of all deliveries
- Process growers' payments and reports
- Accumulate data and calculate charges, bin rentals, retains and interests

○ **2012-2014**
 Au-pair at Faxe, Ladeplads, Denmark

- Do some house chores
- Teach basic English language to the kids
- Prepares meal
- Helping the kids with their daily tasks

○ **2008-2009**
 Sunchang, South Korea
English Missionary Teacher

- Teach basic English, writing, reading and speaking
- Assist the Teacher of the Center

Reference

Doris Hinamon

Senior Admin. Assistant: Prosecutor Office

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Adrich M. Uayan

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