

# Charity P. Nieto

Admin Manager

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Knowledgeable Administrative Manager uses operational experience to inform strategic guidance. Coordinates ideal organizational outcomes by analyzing processes and developing tangible system improvements. Driven problem solver handles multiple tasks and projects simultaneously.

## ❖ Skills

- Office Supervision
- Recordkeeping and Reporting
- Employee Development
- Organization and Multitasking
- Budgeting and Expense Monitoring

## ❖ Work History

- **Feb 2021 – Current**      **Administrative Manager**  
*Techno Philippines Innovation Corp. - Cabanatuan City*
  - Streamlined and improved administrative operations by identifying automation opportunities.
  - Established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance of personnel.
  - Updated reports, managed accounts, and generated reports for company database.
  - Coordinated customer, vendor and stakeholder relations for smooth communication flows.
  - Met department budget by monitoring and reporting on office expenses.
  - Optimized organizational systems for payment collections AP/AR deposits and recordkeeping.
- **Aug 2018 - May 2019**      **Cashier (Service Crew)**  
*JCW Outsourcing And Management Services Inc. – Chowking Santa Rosa*
  - Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
  - Greeted customers entering store and responded promptly to customer needs.
  - Worked closely with shift manager to solve problems and handle customers concerns.
  - Counted money in cash drawers at beginning and end of shifts to maintain accuracy.

## ❖ Education

- **June 2023 - Year Graduated** - **Bachelor of Science : Business Administration**  
*Holy Cross College – St. Rosa, Nueva Ecija, Philippines*
  - Dean’s List, 2021- 2022
  - Dean’s List 2022- 2023
  - President, Junior Marketing Association , 2021-2022
  - Entrepreneurial Mindsetting and Financial Management 2022
- **Secondary - Year 2000** - **Manuel V. Gallego Foundation Colleges**  
*Cabanatuan City, Nueva Ecija Philippines*
- **Elementary - Year 1994** - **San Gregorio Elementary School**  
*Santa Rosa, Nueva Ecija, Philippines*
- **Vocational Skills - Bread and Pastry National Certificate II**

## ❖ Seminar Attended

- **Digital Story Telling**  
*By St. Paul University - May 21, 2022*
- **Entrepreneurial Mindsetting and Financial Management**  
*Organized by JFINEX and JMA organization - March 11, 2022*
- **Reimagineering : The Future of Marketing**  
*January 18 – 19 – 20, 2022*
- **Grow your Business with tools from Google**  
*September 24, 2021*
- **Sell your products online with e- commerce**  
*September 24, 2021*
- **Financial Literacy**  
*Holy Cross College Sta. Rosa, 2019*

## ❖ Languages

- **Tagalog**
- **English**
- **Japanese**

## ❖ References

### **Shiela C. Sarmiento**

*HR Head, JCW Outsourcing and Management Services Inc.*

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### **Ellen Rhea B. Santiago**

*HR, Techno Philippines Innovation Corp.*

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