

REGINA LEAH CAPACIO

OFFICE COORDINATOR

CONTACT



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SKILLS

- Knowledgeable in Microsoft Word, Microsoft Excel, Microsoft Office PowerPoint, Microsoft Publisher, PDF, Adobe and Internet, Google Suites, Sheets, Slides.
- Technical knowledge in basic troubleshooting of Computer & Photocopier (Canon & Sharp machines)
- Inventory Audits
- Project Scheduling
- Client Communication

ACCOMPLISHMENTS

- Worked directly with senior leadership (President and Treasurer) to develop and administer Both finance and office management.
- Investigated, identified and reconciled accounts discrepancies that brought in company savings.
- Consolidating lengthy processes and redundant documentation resulted in a more effective and timely completion of workflow.
- Creating and coordinating school events; special public and private events.
- Customizing the accounting system, computerized forms, and computerized check preparation resulted in achieving the position of Administrative/Executive Assistant to the Office Coordinator.

SUMMARY OF QUALIFICATIONS

Office Coordinator bringing strong background in payroll processing and labor reports. Enthusiastically aiming to utilize 15 years of office experience to bring value to team. Proficient Office Coordinator and Administration skilled in managing records and company database with efficiency and accuracy.

Exceptional leadership and communication skills illustrated over 15 years of experience in office roles. Efficient administrative professional aiming to utilize 15 years of successful performance in Office Coordinator role to add immediate value to the Assumption College Basic Education Division Family Council Inc.

Superior skills in meeting and appointment scheduling, as well as corporate event coordination. Proficient in managing records and company database with efficiency and accuracy. Exceptional leadership and communication skills illustrated over 15 years of experience in office roles. Organized, bringing strong background in payroll processing and labor reports. Enthusiastically aiming to utilize office experience to bring value to the team. Proficient and skilled in managing records and company database with efficiency and accuracy.

Exceptional leadership and communication skills. Efficient administrative professional aiming to utilize over twenty years (20) years of successful performance in Office Coordinator/Office Administrator role to add immediate value to the Company both in the educational sector and law firm.

Superior skills in meeting and appointment scheduling, as well as corporate event coordination. Enthusiastic and well-organized with a drive for continuous improvement. Adept in implementing process improvements to cultivate productivity and efficiency. Detail-oriented Administrative Coordinator and Executive Assistant roles.

Diligent and quick-learning with excellent skill in client and vendor relationship management. Industrious Account Manager eager to fulfil a role of increased responsibility to utilize one year of successful performance in office environments. Strong background of building excellent client rapport through communication and follow-up. Proven history of increasing client base by implementing targeted marketing initiatives. Motivated Account Manager enthusiastically pursuing an opportunity to bring prospective clients to acquire membership to the Club at the Hyatt, Hyatt Regency Hotel.

PROFESSIONAL TRAINING & SEMINARS ATTENDED

- Data Privacy Compliance for Schools and Educational. DISINI LAW, March 4, 2021
- Training on First Aid with CPR and AED Course EARLY INTERVENTION MANAGEMENT, January 6, 2024

REFERENCES

- **ATTY. JOSE GERARDO FRANCIS C. VILLACARLOS**, Managing Partner, Ines Villacarlos Law Offices. Philippines +639178955656
- **MS. INGRID T. BALEROS**, Executive Assistant, Ines Villacarlos Law Offices. Philippines +639178369057
- **DR. ELLAINE JOSEPH**, Senior Health Director, International Care Ministries, Philippines +639451880175

DISCLAIMER

I do hereby swear that the abovementioned facts are true and correct to the best of my knowledge.

Skilled in employee performance evaluation, office inventory replenishment and interdepartmental collaboration to foster corporate objectives. Ready to offer first-rate problem-solving, multitasking and time management abilities to dynamic new role with room for growth and professional advancement. Diligent office professional adept in monitoring and reconciling employee expense accounts, as well as managing petty cash funds. Well-versed in monitoring accounting and inventory audits to maintain accuracy. Seeking a challenging job role within a law firm company. Specializing about managing schedules, supporting projects and serving customer needs. Bringing over twenty years of experience and motivation to drive improvements in all areas of operations. Experienced Office and Administrative Coordinator with strengths in stakeholder management, change management and risk assessment.

Skilled in creating detailed project strategies and developing project schedules for new business opportunities. Efficient project coordinator with experience in managing cross-functional teams to deliver complex projects on time and within budget. Strong communicator with excellent problem-solving skills. Seasoned professional with excellent multitasking, prioritization and management skills. Works effortlessly between departments and with external stakeholders. Robust technical experience and ability to optimize processes. Reliable office professional delivering quality clerical supervision in fast-paced environments. Plans and delegates well to meet business administration requirements. Maintains positive, productive working conditions through solid leadership.

Excels at motivating others to produce quality work on-time. Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time and under budget. Confident Account Manager successful at increasing monthly revenue using insightful marketing strategies and aggressive product development. Skilled at understanding customer and employee requests and meeting needs. Furthers success by strengthening staff training, streamlining internal systems and facilitating sales techniques. Utilizes superior communication skills to build meaningful, trusting relationships that exceed client demands. Highly skilled project manager with outstanding team leadership abilities to meet targets consistently. Displays outstanding knowledge and practical expertise to provide exceptional all-round service.

EMPLOYMENT HISTORY

December 2008 – February 2024

Office Coordinator ASSUMPTION COLLEGE BASIC EDUCATION DIVISION FAMILY COUNCIL INC. (AC BED FC), Makati City, Philippines

- Oversees the management and administration of the AC BED FC office
- Responsible for all requirements of the President and Board of Directors, Chairpersons of the Committees
- Events Coordinator: create activities for the school from preschool to high school, including publication materials for FB page, circulars and official school announcements, promotional ads through email, SMS, text brigades, viber and telegram.

- Handles concerns of school's stake holders (e.g Parents, school administrators, teachers and students)
- Point person with the Basic Education Division Director and Personnel & Administrative Affairs and AVP for Administrative Affairs
- Responsible for bookkeeping, preparing vouchers and checks, bank transactions
- Assist the Treasurer and the President for all the financial requirements
- Maintains all important records and documents of the council.

January 2008 - September 2008

Consular Assistant ABOITIZ 2GO, Makati City, Philippines

- Holding office at the **Kuwait Embassy Manila**
- I check the completeness of all applicants' requirements for Visa stamping and Authentication of documents.

November 2001 - November 2006 (5 years)

Administrative Assistant/Accounting Assistant GARCIA INES VILLACARLOS & GARCIA LAW OFFICES, Parañaque City, Philippines

- Administrative/Accounting Assistant handling the following:
Law Office daily cash fund
- Procurement of Office Supplies
- Repairs & Maintenance Supplies
- Bank Transactions
- Preparation & Monitoring disbursements (Cash and Checks)
- Monitoring all statement billings of the founding partner/law office
- Monitoring all Lawyer's Case Reports and Liaison's Itinerary reports for billing purposes to the clients.
- Handling the preparation of Bureau Internal Revenue reports, Social Security System and Home Development Mutual Fund schedule of reports and filing
- Securities and Exchange Commission's transactions.
- Managing all lawyer case and liaison itinerary reports for billing purposes to clients.
- Keeping track of all statement billings for the founding partner/law office.

November 1998 - November 2001 (3 years)

Legal Assistant GARCIA INES VILLACARLOS & GARCIA LAW OFFICES, Parañaque City, Philippines

- I am knowledgeable through ample time training and proper exposure on preparation of legal documents, simple contracts and basic or initiatory pleadings, to wit: Demand Letters, Affidavits, Contract to Sell, Contract of Lease, Complaint-Affidavit, Civil Complaint, and other simple Motions before the judicial courts.
- Also, processing and administrative follow-up of cases and similar concerns to several offices Quasi-judicial and other government administrative agencies such as NLRC, DOLE, Registry of Deeds, Office of the Solicitor General, Department of Justice, Food and Drug Administration (BFAD), etc.

January 1997 - January 1998

**Account Manager (Sales Telemarketer) Club at the Hyatt,
Hyatt Regency Hotel Manila, Pasay City, Philippines**

EDUCATION

**Bachelor of Science in Business Administration major in Business
Management**

DE LA SALLE – COLLEGE OF SAINT BENILDE

Manila, Philippines

- Duration: Year 2003-2008
- Scholarship: SOFA Design Institute Scholar

Ministerial Training/ Studies – Level 4

ZION MINISTERIAL INSTITUTE

(Christian Bible School)

- Graduated February, 1997