

CLARISSA ARIOLA NATE

639-393-682563

clarissa.nate08@gmail.com www.linkedin.com/in/clarissa-nate

Labas, City of Santa Rosa, Philippines, 402 6

PROFESSIONAL SUMMARY

Administrative Assistant with 4 year experience. Committed in ensuring a safe, secured and comfortable environment for the residents by providing a good and quality service. Assisting the needs of the Board of Trustees, Building Maintenance & Security. Offering an organizational and time management skills. Properly implementing the house rules & regulation of the building.

WORK EXPERIENCE

Administrative Officer

Feb 2020 - Present

West Parc Cedar Condominium Corporation Muntinlupa, Philippines

- Managed day-to-day operational activities in the building.
- Receive, elevate, and attend to Unit Owners/ Tenants' concerns.
- Answering inquiries, phone calls, and replying to emails.
- Provided administrative support for Utilities – Maintenance & Janitorial, Security and other 3rd party services contractors.
- Ensure that all records are properly sorted, filed and updated both in digital and hard format and remained confidential.
- Composed and forwarded correspondence such as letters, advisories, and notices, to residents and staff.
- Produced and attended incident reports.
- Prepared meeting agenda, minutes of the meeting and board resolutions.
- Coordinate with corporate lawyers for legal issues.
- Inventory and order office supplies, building equipment
- Prepare and process renewal of permits, & clearances to LGU.

Admin Assistant

Jan 2019 - Jan 2020

Integrated Workers Services Cooperative Makati, Philippines

- Receive, elevate, and attend the Unit Owners/ Tenants' concerns.
- Answering inquiries, phone calls, and replying to emails.
- Process the move-in/ move-out of the tenants, work permit request, job request.
- Sort, file, and update records both in digital and hard format.
- Inventory and order office supplies and equipment.

Receptionist

Mar 2018 - Apr 2019

Service Master/ Facilities Managers, Inc. Muntinlupa, Philippines

- Handle inquiries of the visitors.
Give directories and provide access to the building.
- Provide the proper screening of the visitors.
- Provided friendly customer service.
- Sort and file monthly visitors log sheet and logbook record.

Receptionist

Aug 2017 - Mar 2018

Topserve Service Solutions Inc Makati, Philippines

- Handle inquiries of the visitors.
- Give directories and provide access to the building.
- Provide the proper screening of the visitors.
- Provided friendly customer service.
- Sort and file monthly visitors log sheet and logbook record.

EDUCATION

Bachelor of Science in Tourism Management

Jun 2013 - Mar 2017

STI College City of Santa Rosa, Philippines

Secondary School

Jun 2008 - Mar 2012

Pariaan National High School Camalig, Philippines

SKILLS

- Computer Literate (Microsoft Office)
- Customer Service Oriented
- Organizational Skill
- Phone Etiquette
- Team Player