



I'm a graduate of AB Political Science at [redacted] and Earning Units for Professional Education at [redacted] who hopes to employ my planning, communication, leadership, writing and technological expertise as an employee at the assigned office. I believe that my quick learning ability, determination to succeed, and related academic credentials qualify me to join your team.

Skills

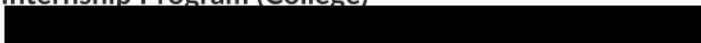
- Accuracy and attention to detail
- Organization and Prioritization
- Adaptability and Flexibility
- Time management and Communication
- Technically Proficient

Language

- English
- Tagalog
- Ilocano

Awards

- Dean's lister - A.Y. 2018-2019
- Leadership Award - A.Y. 2020-2021
- Technical Assistance Award - A.Y. 2020-2021
- With Merit - A.Y. 2021-2022

RELEVANT EXPERIENCE**Internship Program (College)**

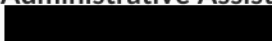
2021-2022

- Notarial Services
- Data Encoding

Government Internship Program

- Consumer Protection Division 11/2022-02/2023

- Data Encoding

Administrative Assistant I

- Policy and Plans Division (TCT Program) 06/2023-12/2023

- Data Encoding
- Receives and records incoming and outgoing documents
- Tracks communications and transmits messages to other offices.
- Assists in the preparation of technical reports, letters, and others.
- Provides clerical and administrative assistance in addressing requirements in the conduct of meetings and conferences.
- Performs data validation such as interviews and reviews of valid documents for the beneficiaries of the program.

Executive Assistant

04/08/2024-Present

- Responsible for managing and processing all bills on behalf of the President of the company.
- Organize and prepare documents for the President's review and signature.
- Assist in compiling, organizing, and processing all necessary documents for submission, ensuring accuracy and completeness.
- Encode reports, letters, and other correspondence on behalf of the President of the company.
- Manage email correspondence, messages, and phone calls on behalf of the President of the company.
- Coordinate with external parties as instructed by the President of the company.
- Arrange conferences and meetings, including scheduling, and necessary preparations.
- Accompany the President or managing head during meetings as required.
- Take comprehensive notes, and ensure follow-up on important matters.
- Canvassing and purchasing needs of the President (Office supplies, etc.)
- Perform various administrative and clerical tasks as instructed by the President.
- Assist in managing tasks related to the President's properties.

EDUCATIONAL BACKGROUND

EARNING UNITS 2022

[REDACTED]

BSED- SOCIAL SCIENCE MAJOR

TERTIARY 2018-2022

[REDACTED]

AB POLITICAL SCIENCE

SECONDARY 2012-2018

[REDACTED]

HUMANITIES AND SOCIAL SCIENCES

[REDACTED]

2012-2016

ELEMENTARY 2006-2012

[REDACTED]

SALUTATORIAN

ELIGIBILITY

CIVIL SERVICE- PROFESSIONAL ELIGIBLE

JUNE 19. 2022

85.49%

LICENSED PROFESSIONAL TEACHER

SEPTEMBER 24. 2023

83.40%

CHARACTER REFERENCES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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