



Contact

Phone

Email

Address

Education

**Bachelor of Science in Business
Administration Major in Business
Economics**

2012-2016

Edge/Tools

- Knowledgeable in Microsoft Office 365 (Word, Excel and Power-point)
- Familiar on Canva, Adobe Express, Unsplash, Pixabay, Pexels, Easelly, Copy.ai, Chatgpt, Quillbot, Perplexity.ai and Cohesive.ai
- Slack, Click-up and Microsoft Planner
- Calendar Management, Google Documents, Google Drive and Dropbox

Language

English

Filipino

Visayan

JENEFER

**EXECUTIVE ASSISTANT
SOCIAL MEDIA ASSISTANT
SALES DEVELOPMENT REPRESENTATIVE
DATA ENTRY CLERK I ADMINISTRATIVE OFFICER**

Experience

Administrative Officer

February 2024 - Present

- Acts as Administrative Officer in United Housing Pty Ltd;
- Liaising between Department Heads and Employees;
- Scheduling events and board meeting appointments;
- Drafts letters;
- Maintaining digital and uploads file through Microsoft Shared Drive;
- Maintaining and updating Microsoft Planner;
- Creating graphics;
- Managing social media platform accounts.

Sales Development Representative

April 2023 - April 2024

- Prospecting;
- Appointment Setter;
- Scheduling meeting with prospects into Pipelinear's calendar;
- Customer service.

Social Media Assistant

September 2020 - January 2024

- Assists handling business facebook pages;
- Makes content creation, facebook and tiktok reels;
- Makes engagements;
- Market new products and updates services.

Operations Assistant

January 2023 - April 2023

Administrative Staff Officer

January 2020 - December 2022

Executive Service Assistant

January 2018 - December 2019

Admin Service Assistant

November 2016 - December 2017

- [REDACTED]
- [REDACTED]
- [REDACTED]
- Creates quarterly submission of Philhealth Remittances [REDACTED]
- Assists for the preparation of yearly budgeting for the salaries and benefits of the personnel and drafts letters and receives correspondence.
- Assists customer request for CCTV footage/s;
- Assists visitors and applicants.