



To be one of the finest leaders by providing highly effective management skills that will result to optimum overall efficiency and profitability of the organization.

Work Experience

Administrative Officer

[REDACTED]

August 1, 2024 – January 31, 2025

- Facilitate communication and collaboration within the department.
- Prepare reports and other materials for internal and external use.
- Assist in the development and implementation of administrative policies and procedures.
- Assist in planning and executing special projects and initiatives.

Executive Assistant II

[REDACTED]

October 1, 2021 – April 22, 2024

- Transmit directives/instructions or indorsements to proper office of the Commission
- Prepares routine communications
- Assist in the various clerical functions
- Performs other functions as may be assigned

Senior Administrative Assistant III

[REDACTED]

January 16, 2019 – September 30, 2022

- Takes dictation and transcribe notes on official correspondence and other communications
- Interviews and screens callers
- Transmit directives/instructions or indorsements to proper office of the Commission

Executive Assistant I

[REDACTED]

April 3, 2017 – January 15, 2019

- Maintains custody and keeps a systematic file of classified records
- Arranges official appointments of the officer concerned
- Keeps a daily schedule of activities and appointments of the officer concerned

Loan Processor and Treasury

Assistant

[REDACTED]

February 5, 2015 – March 10, 2017

- Coordinate the loan details to the clients
- Calculate the possible loan approval of the clients
- Prepare monthly report of the branch
- Keep the petty cash fund of the branch

Customer Service Associate

[REDACTED]

July 1, 2014 – November 10, 2014

- Keeps daily banking transaction of the client
- Offer bank products/services
- Assist clients with queries or concerned matters

Education

Doctor of Business Administration

2022 - 2024 | [REDACTED]

Master in Business Administration

2016 – 2018 | [REDACTED]

Bachelor of Science in Business Economics

2010-2014 | [REDACTED]

Skills & Competences

Teamwork [REDACTED]

Leadership [REDACTED]

Communication [REDACTED]

Technical Skills [REDACTED]

Achievement

- Dean’s Lister 2013-2014 | [REDACTED]

Seminars Attended

- Refresher Course ISO 9001:2015 QMS Audit Tools and Techniques

March 13-15, 2023 | [REDACTED]

May 23-25, 2022 | [REDACTED]

April 20, 23, & 28, 2021 | via Zoom

- Advanced Training on QMS Internal Quality Audit

January 27-29, 2020 | [REDACTED]

- Training-Workshop on Risk Registry and Action Planning

January 30-31, 2020 | [REDACTED]

- Workshop on the Enhancement of the Operational Controls and Procedures

August 22-23, 2021 | [REDACTED]

- GAD Planning, Budgeting and Auditing

November 27-29, 2018 | [REDACTED]

- Training Course on Root Cause Analysis and Corrective Action Formulation

September 20-21, 2018 | [REDACTED]

- Training Course on Auditing Quality Management System

August 28-31, 2018 | [REDACTED]

- Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation

May 28-30, 2018 | [REDACTED]

Languages

English | Filipino