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**Jonalie** [REDACTED]  
**Bachelor of Science in Business Administration**

Major in Human Resource Development Management

Contact Number [REDACTED]

Address: [REDACTED]

E-Mail Address [REDACTED]

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## OBJECTIVE

To find a job that will build on and apply my skills and experience and contribute my knowledge in the field that I am suited for.

## PERSONAL INFORMATION

Age [REDACTED]

Birth Date [REDACTED]

Birth Place [REDACTED]

Civil Status [REDACTED]

Religion [REDACTED]

Nationality [REDACTED]

## SPECIAL SKILLS

Computer Literate

Have good communication skills

Has stress management ability

Multi Tasking skills

Hard working and capable of working under time pressure and/or deadlines

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## WORK EXPERIENCE

[REDACTED]  
Executive Assistant

2nd Flr Times Plaza Building UN. Ave, Taft, Ermita Manila

October 5, 2021 – Present

Job Description:

-Multi Tasking Tasks

-Reporting End of the Month Report accomplish tasks for the whole month

-Reporting End of the Year Report accomplish tasks for the whole year

-Managing scheduling calendar appointments of CEO and set up meetings

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- Check and Replying Emails Inquiries
- Assist walk In clients
- Attending School Representative for International Expo for Graduating of Senior High
- Assist VIP/ Visitors like School Representative and Clients
- Call outs my Clients for Inquiries
- Managing information flow in a timely and accurate manner
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Answer clients call for Inquiries
- Consultation one on one with the client to discuss the requirements and total expenses to study work and live abroad
- Organize and maintain the office filing system
- Will do handle the Sales to Studying Work and Live Abroad
- Plan the venues for companies events of Birthday of CEO to celebrate
- Will do for Inviting VIP/School Representative for Gatherings like Birthdays of CEO or his Son/Daughter also
- Reimbursement the Cash Advance to buy for Birthday needs and Liquidation the receipt.
- Will do also decoration balloons set up organize the foods, desserts and souvenirs to the CEO

#### Office Clerk

118 Speaker Perez St. Quezon City

August 24, 2015 – September 28, 2020

#### Job Description:

- Answer phones
- Direct calls to appropriate individuals and prepares messages
- Record minutes of the meetings
- Checking of emails
- Schedule meetings and plan various department activities and calendars
- Prepare mail bills , contracts and invoices
- Manage basic book keeping duties
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
- Answering call clients and ordering the pipes and give quotation for computation
- Maintain the company files and records to ensure they remain updated
- Attending Jobfair to the Malls recruitment hiring of the company
- Checking Indeed website for applying here in the company
- Call the applicant to schedule for interview of CEO
- Give CEO Petty cash and give to agent as Cash Advance
- Reimbursement the receipt of gas and compute tally the Cash Advance and Receipt
- Summarize computation the Petty cash and receipt that gave from agent

**On The Job Training Inside :**

[REDACTED]

Admin Office

546 M.V De Los Santos St., Sampaloc Manila

November 6, 2014- December 21, 2014

**On The Job Training Outside :**

[REDACTED]

4/6 F Arcadia Bldg. Quezon Avenue, Quezon City

May 12, 2014- June 4, 2014

**SEMINAR ATTENDEES**

Mobile Computing

Linux Operating System

I.T Consumerization

Augmented Reality

**EDUCATIONAL BACKGROUND**

Tertiary

[REDACTED]

546 M.V. De Los Santos St., Sampaloc Manila, Philippines

2011 – 2015

Secondary

[REDACTED]

Brixton Hills, Brgy. Santol Quezon City

2007 – 2011

Primary:

[REDACTED]

Brgy. Dona Aurora Cordillera, Quezon City

2000 – 2007

**CHARACTER REFERENCES**

[REDACTED]

Admin Assistant

[REDACTED]

[REDACTED]

HR Supervisor

[REDACTED]

[REDACTED]

HR Associate

[REDACTED]

**In case of Emergency Contact:**

[REDACTED]

[REDACTED]

  
Jonalie [REDACTED]