

PAUL [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



OBJECTIVE:

To obtain a challenging position that will enable me to have personal growth, utilize my strong organizational skills, educational background, and ability to work well with people and be able to use it for career growth.

WORKING EXPERIENCE:



January 2019 - Present

2401 Taft Avenue, Malate, Manila 1004

Project Clerk Secretary

- Administration
 - o Managing meeting arrangements including minutes, venue, refreshments, logistics, presentation set-up and material
 - o Managing telephone calls, emails, and other correspondence on behalf of team members, diverting correspondence to other staff where appropriate
 - o Documenting the project's progress
 - o Filing and maintaining project documents
 - o Managing document requests and contracts
 - o Managing the project team calendar
 - o Monitoring personnel time records
 - o Ensuring the office order and maintenance
 - o Monitoring and preparing of reporting requirements of DOST as required.
 - o Coordinating with DOST and other offices for project concerns and requests
- Procurement
 - o Managing request of equipment, supplies, materials, supplier accreditation
 - o Monitoring and receiving of deliveries
 - o Maintaining and monitoring of the project equipment and supplies and procurement records
- Finance
 - o Managing the project finances in accordance with the approved budget
 - o Managing the payment requests such as salary, honoraria, reimbursement and other purchases.
 - o Conducting of basic financial reconciliation and preparing of financial reports.

March 2016-October 2016

January 2018-June 2018

Pamplona 3, Las Piñas City

Registrar's Office

- Encoder
 - o Typing of student's information and putting it in the system
 - o Worked as a Registrar staff, accepts and processes students' requests for their academic credentials in school.
 - o Encoding of student's information in Transcript making.

November 2014-February 2016

Units 301/304 Alabang Business Tower

Madrigal Business Park, Alabang, Muntinlupa

- *ESL Teacher/ Academic Tutor*
 - o Teaching Koreans from all ages basic English.
 - o Teaching Korean students studying here in the Philippines in their academics.
 - o Formulating questions and conducting examinations for students who are afterwards evaluated as to their level of English proficiency.

EDUCATIONAL BACKGROUND:

Bachelor of Science in Physical Therapy (BSPT)

1113-1117 San Marcelino St. cor, Gonzales St. (near U.N Avenue)

Ermita, Manila

SY 2012-2017

Bachelor of Science in Physical Therapy (BSPT)

Intramuros, Manila

SY 2009-2012

Secondary Education

Molino III, Bacoor, Cavite

SY 2005-2009

SKILLS:

- Knowledge on Google Calendar, Google documents and sheets, Google Drive, etc.
- Basic knowledge in Computer software such as Microsoft Word Excel, Microsoft Power point and Microsoft Word.
- Fluent in English and Filipino.

PERSONAL INFORMATION:

[REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

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[REDACTED]
[REDACTED]
[REDACTED]

09198886093

I hereby certify that the above information is correct and true to the best of my knowledge and belief.

PAULA [REDACTED]
Applicant