[Your Name]

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| Objective |  | To contribute to the success of an organization through the efficient use of skills and previous experience. |
| Skills & Abilities |  | LEADEARSHIP  * Served as the team’s point person when the team manager went on maternity leave for 3 months. Also became point person for the team’s special projects - Asian Legal Business News Selection and News Writing. * Trained new members on the team’s workflow.  COMMUNICATION Exceptional listener and communicator who can effectively convey information verbally and in writing.   * Former reporter/news writer * In charge of sending daily report to U.S. counterparts and other team managers on the workflow’s status. * In charge of discussing updates and reminders to fellow team members and U.S. counterparts.  ANALYTICAL/RESEARCH SKILLS (PROBLEM-SOLVING/REASONING/CREATIVITY) Demonstrated talent for identifying, scrutinizing, and improving work processes.   * Provided feedback to U.S. counterparts on latency issues of applications being used in the workflow. * Scrutinized newly acquired project – Asian Legal Business – as to how the teams’ performance can be further improved by reviewing/analyzing the team’s output.  COMPUTER/TECHNICAL LITERACY Computer-literate performer with knowledge on a variety of applications.   * Extensively trained for six months to cover various applications used in the team’s workflow. * Continuously trained for updates and to cover newly-introduced applications  FLEXIBILITY/ADAPTABILITY/MANAGING MULTIPLE PRIORITIES Managed multiple tasks and projects; Has the ability to set priorities and to adapt to changing conditions and work assignments.   * Covered various events as a reporter; handled different tasks as an Executive Secretary to the CEO; Performed diverse set of task as a publishing specialist as receiving online cases, identifying publication format, data entry, and monitoring of case count. * Trained to cover a newly-introduced workflow, which utilizes a variety of applications that were not used in the team’s other tasks. * Handled special projects such as news writing and news selection for Asian Legal Business and news writing for Westlaw Court Wire. |
| Experience |  | EXECUTIVE SECRETARY TO THE CEO, INTERNATIONAL MEDICAL COMPANY, QATARJuly 2015 – October 2015 Preparing CEO's daily calendar, daily appointments, and reminders; backing up CEO’s laptops; preparing correspondence on CEO’s behalf; delegating tasks in CEO’s absence; liaising with staff/clients; organising travels and preparing travel itineraries; preparing documents needed for registering CEO to conventions/events; depositing and issuing checks; preparing reports on CEO’s bank and credit card statements; answering calls, replying to emails, handling queries; organising meetings, attending meetings on CEO’s behalf, taking minutes of meetings; conducting research, writing reports, taking dictation; training staff; managing an assistant. PUBLISHING SPECIALIST, THOMSON REUTERS CORPORATION, PHILIPPINES September 2012 – October 2014  Receiving of cases online, checking for completeness of the case, identifying publication format, data entry, writing summaries of cases for Westlaw Court Wire and news selection and news writing for Asian Legal Business, coordination with team members and counterparts abroad for rush cases and/or special projects. Also performed administrative tasks such as taking minutes of meetings, transcribing, editing, sending email reminders to the rest of the team, and arranging team meeting and teleconference schedules. REPORTER, BUSINESSWORLD PUBLISHING CORPORATION, PHILIPPINES January 2009 – September 2009  Writer; Produced information through telephone or personal interview with government officials and representatives from the business sectors. Also in charge of monitoring local and international news and websites of local and international organizations such as the United Nations, World Bank, Asian Development Bank, World Economic Forum, among others. Transcribes minutes of the meeting and interviews and transmits this information to editors through email. Covered the National Economic and Development Authority, Department of National Defense, and the Lifestyle beat (Marketing, Technology, Health, and Travel). ADMINISTRATIVE ASSISTANT, DEPARTMENT OF FOREIGN AFFAIRS, PHILIPPINES February 2006 – May 2006  Worked as an intern; Handled interdepartmental communications and correspondence, and was trained to provide administrative support to the office of the executive director of Asia and the Pacific division. Administrative tasks performed include operating various machines such as fax and Xerox machines, computer and printer, among others. Also in charge of answering calls and queries, routing callers, and greeting visitors. |
| Education |  | SAN SEBASTIAN COLLEGE – RECOLETOS, COLLEGE OF LAW Level: Juris Doctor  Field of Study: Law  Year Attended: October 2010 – May 2012  Date Graduated: Incomplete UNIVERSITY OF THE PHILIPPINES MANILA Level: Bachelor’s Degree  Field of Study: Social Sciences  Major: Political Science  Years Attended: 2003-2008  Date Graduated: October 2008 ATENEO DE MANILA UNIVERSITY, SCHOOL OF SOCIAL SCIENCES Level: Certificate Program  Field of Study: Foreign Service Examination Review  Year Attended: December 2013 – March 2014 |
| ADDITIONAL INFORMATION |  | CIVIL SERVICE EXAMINATIONS (CSE) PROFESSIONAL (2ND LEVEL) ELIGIBILITY Passed the May 27, 2012 CSE Paper-and-Pencil Test SIX SIGMA TRAINING October 17-18 2013 at Thomson Reuters, McKinley Hill TIME MANAGEMENT: ANALYZING YOUR USE OF TIME TRAINING August 05, 2013 at Thomson Reuters, McKinley Hill EFFECTIVE BUSINESS COMMUNICATION TRAINING September 9, 2013 at Thomson Reuters, McKinley Hill ASIAN LEGAL BUSINESS MIDDLE EAST NEWSLETTER WRITING TRAINING September 11, 2013 at Thomson Reuters, McKinley Hill BUSINESS EMAILS WORKSHOP February 17, 2014 at Thomson Reuters, McKinley Hill EFFECTIVE COMMUNICATIONS WRITING TRAINING March 13, 2014 at Thomson Reuters, McKinley Hill ESSENTIALS OF PUBLIC SPEAKING WORKSHOP March 26, 2014 at Thomson Reuters, McKinley Hill NEWS WRITING WORKSHOP FOR ASIAN LEGAL BUSINESS May 16, 2014 at Thomson Reuters, McKinley Hill |



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