[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.

COMMUNICATIONExceptional 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 LITERACYComputer-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 PRIORITIESManaged 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.
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| Experience |  | EXECUTIVE SECRETARY TO THE CEO, INTERNATIONAL MEDICAL COMPANY, QATARJuly 2015 – October 2015Preparing 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, PHILIPPINESSeptember 2012 – October 2014Receiving 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, PHILIPPINESJanuary 2009 – September 2009Writer; 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, PHILIPPINESFebruary 2006 – May 2006Worked 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 LAWLevel: Juris DoctorField of Study: LawYear Attended: October 2010 – May 2012Date Graduated: IncompleteUNIVERSITY OF THE PHILIPPINES MANILALevel: Bachelor’s DegreeField of Study: Social SciencesMajor: Political ScienceYears Attended: 2003-2008Date Graduated: October 2008ATENEO DE MANILA UNIVERSITY, SCHOOL OF SOCIAL SCIENCESLevel: Certificate ProgramField of Study: Foreign Service Examination ReviewYear Attended: December 2013 – March 2014 |
| ADDITIONAL INFORMATION |  | CIVIL SERVICE EXAMINATIONS (CSE) PROFESSIONAL (2ND LEVEL) ELIGIBILITYPassed the May 27, 2012 CSE Paper-and-Pencil TestSIX SIGMA TRAININGOctober 17-18 2013 at Thomson Reuters, McKinley HillTIME MANAGEMENT: ANALYZING YOUR USE OF TIME TRAININGAugust 05, 2013 at Thomson Reuters, McKinley HillEFFECTIVE BUSINESS COMMUNICATION TRAININGSeptember 9, 2013 at Thomson Reuters, McKinley HillASIAN LEGAL BUSINESS MIDDLE EAST NEWSLETTER WRITING TRAININGSeptember 11, 2013 at Thomson Reuters, McKinley HillBUSINESS EMAILS WORKSHOPFebruary 17, 2014 at Thomson Reuters, McKinley HillEFFECTIVE COMMUNICATIONS WRITING TRAININGMarch 13, 2014 at Thomson Reuters, McKinley HillESSENTIALS OF PUBLIC SPEAKING WORKSHOPMarch 26, 2014 at Thomson Reuters, McKinley HillNEWS WRITING WORKSHOP FOR ASIAN LEGAL BUSINESSMay 16, 2014 at Thomson Reuters, McKinley Hill |



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