PERSONAL SUMMARY

A talent driven individualmore focused on performance as well as results, and capable to provide an accurate and efficient administrative/secretarial service to all staff within an office environment. Possesses’ a strong background in general administration along with experience of working in a fast paced and pressurized environment. Passionate to drive to growth career within the office industry, and is greatly excited at the possibility of working for your company. Highly demonstrates great pride and professionalism and manners at all times

EDUCATION

Flexible/Adaptable Team Player Administration Communication Prompt & Punctual Able to meet deadlines Collaborative

SKILLS

English

LANGUAGES

Tagalog

# College: Ilocos Sur Polytechnic State College

2-Year Computer Associate in Computer Technology

**Year Graduated: 2011**

# High School: Dona Francisca Lacsamana Ortega Memorial National High School

# Elementary: Sudipen Central School

## La Union

EMPLOYMENT

S E C R E T A R Y @ La Union Electric Corp.(LUELCO) Philippines

Duration: Nov. 9, 2013 – May 10, 2014( 6 M0nths contractual)

•Greeted and directed walk in customers

•Receiving applicants of power supply from prospective consumers

•Collection of bills from consumers as per the terms and conditions of supply

•Created new files and folders

•Interacted with employees and assisted in their tasks

•Rendering periodical statistical information to head office

•Answered and forwarded phone

D O C U M E N T C O N T R O L L E R *( A S S E S S O R* ***’*** *S O F F I C E - G O V* ***’*** *T. )*

, Philippines Duration:Aug. 2014 – Feb. 2015

•Identify the ownership of each piece of the taxable property

•Complete and maintain assessment rolls that show the assessed values and status of all property tax exceptions and deductions

•Calculate tax bills for properties by multiplying assessed values by jurisdiction tax rates

•Issue notices of assessments and taxes

•Manage files/folders and compile records

•Answer telephones and relay messages to appropriate recipients

•Greet customers and visitors and perform tier-one contract services

+ • Manage superior’s meetings and

PERSONAL INFORMATION

## Sex Female

Civil Status Single

Language Tagalog & English

Date of Birth June 07, 1991

Nationality Filipino

**First Name of Application CV No:** 1643994

Whatsapp Mobile: +971504753686

