|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Competences  Proficient in English; Good ability to adapt to multicultural environment  Experience Administration Professional; Ability to work competently  To tight deadlines; Strong Customer relations skills, Organizational and  administration skills, Strong interpersonal skills; Team Player | | |  |  |
| Profile |  | Key experience |  | Profession |
| Cristy Lyn Sobredo is a hard-working, dedicated professional. She has the ability to handle various types of assignments, especially those that require greater experience and responsibility. She recently worked at Kenwood Construction classified as Engineering, Contractors and Consultants. Handled Administrative Assistant, Accounts & HR Personnel of Group Manager. She also worked at ADD Construction as Project Coordinator. Prior to her Construction experience. She also joined as On the Job Training at Metro San Fernando Water. Cristy Lyn has cheerful demeanour personality, strong work ethic and always pays attention to details. She is proactive and constantly shows unrelenting commitment to her job and always ready to extend assistance. | * Assisting Managing Directors * Administrators & Secretarial duties * Accounts * HR Coordinators * PRO * Customer Service * Compliance * Marketing & Sales Negotiation | Administrative Assistant/ Accounts & HR Personnel |
| Joined Kenwood Construction Enterprises |
| January 2014-January 30,2016  **Joined ADD Construction**  May 2013-December 2013  **Nationality / Languages**  Filipino / Tagalog and English |
| Qualifications |
| Bachelor of Science in Computer Science  Don Mariano Marcos Memorial State University-Agoo, La Union, Philippines  SY: 2009-2013 |

Experience with Enterprises (January 2014 – January 30, 2016)

**Enterprises, Philippines, Administrative/ HR, Accounts Asst. to the Group Manager:**

Ensure receptionist. Preparing project accomplishment for project billing. Preparing detailed estimates. Keeping records and updating of projects expenses per project. Preparing Statement of Accounts Manage purchase of construction materials within the budget. Preparing Attendance monitoring system, Set appointments & scheduled meetings. Handle petty cash funds and raising expense claims. Follow up collections from clients. Recruits human resources needed and requisitioned by the other departments and its own. Evaluating the test given to the applicant. Screen and select applicants for the best work. Recommends its choice/s to the line department and to the top management. Places the select applicant in the right place in coordination with the other departments. Orienting newly-hired employees. Conduct Training Needs Analysis and Training Effectiveness Evaluations. Maintains updated Personnel Records 201 Files and other Human Resources related documents. Preparing R1A for new employees.

Experience with Construction (May 2013 – December 2013)

**Pampanga, Philippines, Project and Admin Coordinator to the Project Manager**

Provided administrative assistance to Project Managers and their teams. Performed advanced word processing tasks such as letters, memos, faxes, minutes of meetings, reports, studies and manuals, in accordance with company standards. Submit and cross-checked timesheets with man hours and project coding. Prepared welcome pack and arranging orientation of new contractors. Coordinated with heliport team for booking flights. Assisted in the monthly invoicing of the client. Prepared spreadsheets and maintained databases. Responsible for general administrative duties such as filing, photocopying, faxing, coordinating travel, preparing expense statements, arranging couriers and central archiving of files. Preparing project accomplishments for project billing. Keeping records and updating of project expenses per project.

Seminars & Trainings Attended

**September 24, 2015 Occupational Safety and Health Awareness Seminar**

Kenwood Conference Room

San Vicente San Jacinto, Pangasinan

**October 24, 2014 2014 Area-Wide Seminar**

“Performance and Productivity in a Gender Bias-Free Workplace”

PTA Beach Resort, San Fabian, Pangasinan

**May 8, 2014 “Be Safe, Be Prepared Training for A Cause"**

University of Luzon

Dagupan City, Pangasinan

**January 23-24, 2013** **Job Placement Seminar Workshop**

Jose D. Aspiras Hall

DMMMSU-SLUC Agoo, La Union

**April 10-May 23, 2012** **On-the-Job Training**

Metro San Fernando Water District

San Fernando City, La Union

**March 7, 2012**  **Career Seminar**

3rd Floor College of Computer Science Building

DMMMSU-SLUC Agoo, La Union

Personal Information

Birthdate: September13, 1992, Age: 23; Birthplace: Pangasinan, Philippines; Civil Status: Single, Citizenship: Filipino; Present Special Skills: Computer Literate (Word, Excel, PowerPoint), Microsoft Outlook; Animation: Adobe after Effects

**First Name of Application CV No:** **1705848**

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