**JINKY**

Jinky.310645@2freemail.com

**CAREER OBJECTIVE:**  To work in an organization where I can utilize my capabilities, knowledge and experiences while further widening my skills for career advancement.

**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Computer Science**

St. Clare College of Caloocan

2007-2011

**ON THE JOB TRAINING**

**Philippine Coconut Authority (Regional Office)**

Department of Agriculture

Administrative Assistant Trainee

July-October 2010

**EMPLOYMENT HISTORY**

**PHILIPPINE BATTERIES, INC.**

**SANTIAGO & SANTIAGO LAW OFFICES**

80-82 Alejandro Roces Avenue,

Diliman, Quezon City

**Legal Office Assistant, NS III**

August 2015- Present

*Duties and Responsibilities:*

* Prepare Secretary’s Certificates and Board Resolution
* Follow-up to different courts or law firm's secretary/ies for setting up of meeting and/or court hearing.
* Prepare schedule of hearings, meeting and conferences
* Answer phone calls and route it to respective lawyers if needed. Fax request for payment and other documents. Make phone inquiries
* Prepare of Appearances Report of lawyers
* Organize, update, and make folder and/or electronic copy of the departments over-all documents

**MACEDA & MACEDA LAW OFFICES**

Philippine Stock Exchange Centre,

Ortigas, Pasig City

**Administrative Officer**

August 2012- July 2015

*Duties and Responsibilities:*

* Assists lawyers in the preparation of pleadings and other documents for filing in local courts, administrative and other government agencies
* Assists the firm’s Finance and Records Divisions on an *ad hoc* basis
* Prepares Office Memoranda, letter requests, transmittal receipts, and other liaison documents.
* Maintains the Firm’s notarial records including applications and renewals of lawyer’s notarial commissions
* Provides live voice response for incoming phone calls for lawyers
* Relays communications via outgoing phone calls to clients, courts, administrative and other government agencies.
* Encodes and verifies tax forms for filing with the Bureau of Internal Revenue
* Handles incoming and outgoing documents
* Prepares and files corporate documents such as General Information Sheet and Articles of Incorporation

*Notable Projects Handled*

* Facilitated the registration as independent contractor of a Philippine Branch Office of a foreign energy project management corporation with the Department of Labor and Employment (DOLE)
* Attended DOLE Training Seminar as representative of the applicant Philippine Branch Office
* Attended the DOLE Labor Laws Compliance Assessment as the handling lawyer’s primary assisting officer
* Processed the Alien Employment Permits, Provisional Working Permits, Special Working Permits and visa extension (with the Bureau of Immigration) of the foreign employees of the above-mentioned energy project management corporation.
* Processed the application for the foreign employees’ Tax Identification Numbers with the Bureau of Internal Revenue
* Coordinated with the external auditor of the energy project management corporation for financial matters
* De facto liaison officer of the Firm with the Integrated Bar of the Philippines

**RRJ/MR.LEE-Worthy Fashion Boutique**

Robinson’s Novaliches- Exhibit

**Management Trainee/Store In-Charge**

May 23, 2011- December 22, 2011

**SMARTMATIC-TIM 2010 AUTOMATED ELECTION PROJECT**

Placewell International Services Corporation

**Precinct Count Optical Scanner (PCOS) Technician**

May 2010

 **PERSONAL INFORMATION:**

Age : 25

Date of Birth : 02 June 1991

Place of Birth : Pangasinan

Gender : Female

Civil Status : Single

Religion : Catholic

Citizenship : Filipino

**CHARACTER REFERENCES:**

Available upon request.

*I hereby certify that the given information above is true and correct, and written with utmost sincerity to the fullness of my knowledge and ability.*