| <Abaeo.332294@2freemail.com> | | | | |
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| Objective | Sam is keen to develop her current skills and experience in senior administration and human resources and is looking for opportunities which support this ambition. | | | |
| Experience | Feb 2014 – Jun 2016 | | Jumeirah Group LLC | Dubai, UAE |
|  | Administration Manager  * Providing administration support to Legal Department. * Responding to legal service requests and forwarding to appropriate personnel. * Case file investigation. * Liaising with appropriate departments and contractors. * Managing contracts database and updating contract statuses. * Organising video conferencing / calls and IT troubleshooting. * Logging receipt of invoices and issuing requests for payment. * Stock checks and raising purchase orders using Adaco. * Filing of legal documents, archiving and retrieval. * Taking and distributing company meeting notes. * Ensuring legal documents are kept current and compliant with company QA system. * Correct handling of confidential documents. * Maintaining IT back up system. * Responding to company emails and forwarding as required. * Answering the phone in a polite, efficient and courteous manner. * Greeting and hosting guests at all levels. | | | |
|  | Jan 2007 – Jan 2014 | Jumeirah Group LLC | | Dubai, UAE |
|  | Legal Services Coordinator  * Maintaining the department’s filing systems and control records. * Ensuring paper files are accurate and updated daily. * Managing contracts database and coordinate progress of all submitted contracts. * Managing legal service requests process. * Handling documentation status and administrative enquiries and direct to appropriate personnel in a timely manner. * Handling incoming correspondence and distribution of all documents relating to the department on a daily basis. * Exporting / printing emails sent and received by the department. * Answering the phone in a polite, courteous and efficient manner. * Providing basic administration support to the team. * Sending documents for archiving and retrieve when requested. * Answering the phone in a polite, efficient and courteous manner. | | | |
|  | Jun 2006 – Jan 2007 | Jumeirah Restaurants | | Dubai, UAE |
|  | Coordinator – Executive Office  * Handling and directing client inquiries to appropriate personnel. * Ensure proper requisitioning and control of office supplies. * Receiving and distributing mail. * Responding to telephone inquiries in a professional, polite and efficient manner. * Coordinating staff communication to and from the Executive office. * Taking and distributing department meeting minutes. | | | |
|  | Apr 2005 – Mar 2006 | Pines International Academy | | Baguio City, Philippines |
|  | ESL Lecturer to Overseas Students  * Ensuring that course syllabus is properly and effectively imparted to students. * Systematic presentation of facts, ideas, skills and techniques to students. * Constructing exam papers to Academy specifications. * Setting coursework. * Researching teaching methods and course material. * Liaising with students and identifying learning needs.   Sep 2003 – Mar 2005 95.9 Big FM Baguio City,  Production Director Philippines   * Managing radio broadcasts (staff adlib content, playlists and schedules. * Ensuring proper training of newscasters. * Coordinating with advertisers and checking any latest promotions in the market. * Coordinating international and local interests relevant to news casting. * Interviewing important public figures.  |  |  |  | | --- | --- | --- | | Oct 1990 – Aug 2003 | 89.5 Star FM | Baguio City, Philippines | | Senior Disc Jockey / Newscaster  * Hosting regular weekly program. * On air interviews and contests with listeners. * Researching adlib materials. * Reviewing new music (and potential hits). * News casting and gathering. * Coordinating with advertisers and checking any upcoming promotions in the market. * Event organization (eg. promotional parties) | | | | | | |
| Education | Jun 1989 |  | | Baguio City, Philippines |
|  | Bachelor of Science in Medical Technology | | | |
| Key Skills | Computer literate (MS Outlook, Word, Excel), Administration skills,  Basic I.T. skills, Radio broadcasting, Teaching experience to ESL students | | | |
| References | References are available upon request. | | | |