| [Abaeo.332294@2freemail.com](Abaeo.332294%402freemail.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.
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|  | 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.
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|  | 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.
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|  | 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.

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| 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)
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|  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. |