

**ELAINE**

**ELAINE.332379@2freemail.com**

**EDUCATION**

**Bachelor of Arts major in Dev Com**

**Ateneo de Naga University, Reg. V Philippines**

**SEMINARS AND TRAININGS**

**Social Events Planning & Coordination**

**Manila, Phils - May 2015**

**The Power to Write is Within You**

**Manila Phils.-Sep 18-19 2006**

**Stress and Time Management Seminar Workshop Manila Phils. -Aug 25, 2006**

**e-Procurement Requisitioner’s Training**

**Manila Phils - Sep 29, 2004**

 **Comprehensive Communication Training**

**Manila Phils. -Apr 21, 2004**

**OVERSEAS WORK XPERIENCE**

**Food Counter Attendant/Cashier (1 yr)**

**Canalta Food Services, Inc/A&W**

**Alberta, Canada**

**WORK XPERIENCE**

**Executive Secretary /Area Sales Secetary**

**San Miguel Corp./ San Miguel Brewery Inc.**

**Manila, Philippines**

**Jan 1998-Dec 2013**

**Duties & Responsibilities:**

* **Performs secretarial and administrative tasks to the Asst VP & Area Sales Mgr;**
* **Arrange sales meetings, conventions and recognitions;**
* **Organize employee related events like team building, sports fest, Christmas parties, send off and other activities and function;**
* **Plan, organize , coordinate schedule and travel arrangements**
* **Compose correspondences, sorts and files documents;**
* **Handles phone in and walk in customers. Monitors 24 hrs response time to inquiries;**
* **Handles procurement office requirements of the team;**
* **Participates in the annual budgeting and proposes the team requirements as needed by the operations; and other tasks assigned by the immediate superior.**

**PART TIME JOBS**

**Financial Advisor (Apr 2016-present)**

**Manulife (Insurance) Phils.**

**Manila, Philippines**

**Cake Artist (Mar 2015-Dec 2016)**

**Lainey’s Art on Cakes**

**Manila Philippines**

**SKILLS & QUALIFICATIONS**

**Knowledge in computer operations such as MS Office: Word, Excel, Powerpoint and Publisher**

**Can operate office machines, equipment such as fax , photocopying machine, LCD projector, Punching and Ring binder machine, Laminating machine, Scanner and others.**

**Excellent written and verbal communication in English;**

 **Efficient handling of phone calls**

**Ability to Multitask and take initiatives**

**Can recognize and understand the need for confidentiality;**

**Highly organised, attentive to details and quality;**

**Creative and resourceful.**

**Dependaple and trustworthy.**

**PERSONAL BACKGROUND**

**Filipino**

**Single**

**5’1” height**

***Continuation.. (WORK EXPERIENCE)***

**Administrative Clerk**

**TMG Loss Control Services Inc.**

**(a subsidiary of The Malayan Group of Insurance Co., & Thomas Howell Group, Ltd. UK)**

**Makati, Philippines**

**Nov 1994 – Apr 1997**

**Duties & Responsibilities:**

* **Performs administrative and secretarial functions to the President and Vice Pres. (British Expat) of the company;**
* **Handles invoicing/billing and collection to clients; performs simple bookeeping;**
* **Deposits collections of payment to the bank;**
* **Performs as Petty Cash Custodian, disbursing cash and reimbursements of employees;**
* **Handles other office requirements, travel arrangement and housing assistance of the expat;**
* **Assist in encoding of technical reports / proposals for clients.**

**Telephone Operator**

**LM UNITED Telephone Company Inc.**

**Calabanga, Cam.Sur, Region V – Philippines**

**Nov 1993 – Mar 1994**

**Duties & Responsibilities:**

* **Operates switchboard for incoming and outgoing calls from Residential and business subscribers; assists phone in and walk in inquiries**
* **Connects overseas and domestic calls;**
* **Prepares Daily reports.**

 ***I hereby certify that the above information are true and correct.***

***(SGD)Elaine E. Rivero***