

**Laurene**

**Laurene.335132@2freemail.com**

Overview

Qualified secretary with over seven years of varied administrative work experience and proven ability to handle and manage office environment; Possesses effective organizational skills in addition to willingness to work above and beyond the call of duty.

**Objective** – To obtain a position as a secretary or any other field-related position in a people-oriented organization with a challenging environment, to achieve the corporate goals, and to maximize my secretarial skills and experience.

**■ Core Knowledge and Functional Skill Areas**

* In depth knowledge of Microsoft Office suites and internet telephone operations.
* Quick learner of new software applications.
* Word processing – Ability to type 70 words per minute.
* Proficient in spelling and grammar in both English and Tagalog.
* Professional verbal/written communication skills.

**■ Personal Attributes**

* Accuracy | Excellent organizational skills | Confidentiality | Planning and Time management
* Initiative | Reliability | Stress tolerance | Customer-service orientation.
* Willingness to work in a flexible schedule and high workload.

**Educational Qualifications**

* Bachelor of Science in Office Administration

STI Academic Center Cubao, Quezon City, Philippines

June 2004 – March 2008

* High School Diploma

St. Mary’s Academy of Caloocan City, Manila, Philippines

June 2000 – March 2004

Work Experience/Background

Pandi Petron Service Station        2009 – 2016 **Secretary**

* Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
* Maintained office scheduling and event calendars.
* Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports.
* Set up and handled incoming mail and office filing systems.
* Managed office equipment and office space.
* Established the administrative work procedures for tracking staff’s daily tasks.

Part Time Jobs

**Natasha Franchise Dealer**

Natasha Direct Sales

March 2008 - 2016

* Purchasing Natasha products to be sold and distributed to customers
* Distributing brochures and catalogues then caters the customer’s needs
* Doing sales talking to the customers to gain sales

**Grabcar Driver**

Grab Philippines

December 2015 - 2016

* Servicing GrabCar clients within Metro Manila at least three days a week
* Consistently receiving no less than four out of five ratings for the service being provided

Trainings and Seminars Attended

**How to Make Your First Million in Direct Selling**

New World Manila Bay Hotel

November 21, 2015

**Social Media Marketing Workshop**

Diamond Hotel Manila

October 23, 2015

**Customer Service with a Heart**

Richmonde Hotel, Eastwood City, Quezon City

August 11, 2013

**Developing the Leader in You**

Richmonde Hotel, Eastwood City, Quezon City

August 10, 2013

Personal Information

Date of Birth : December 15, 1987

Place of Birth : Sta. Maria, Bulacan

Age : 29 years old

Height : 5"1'

Civil Status : Single

Nationality : Filipino

References

Available upon request.