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**DANNIELLE**

**DANNIELLE.337410@2freemail.com**

**O B J E C T I V E**

Seeking a Secretarial, Administrative Assistance, Data Encoding, or any position in which I can utilize my extensive office management.

**E D U C A T I O N**

Tertiary : Far Eastern University | Manila, Philippines| 2008-2010

 (BS Marketing Management)

Secondary: *Holy Child Catholic School* | Manila, Philippines | *2004-2008*
Elementary: *Holy Child Catholic School* | Manila, Philippines| *1998-2004*

**S K I L L S & S P E C I A L I Z A T I O N**

* Has a good oral and written communication skill.
* MS Office Knowledgeable.
* Computer Literate.
* Well - Organized.
* Has Great Typing Skills.
* Data Entry Skills
* Attention to Detail
* Decision Making
* Analyzing Information
* Results Driven, Energy Level

**W O R K I N G E X P E R I E N C E**

**NAD AL SHIBAH REAL ESTATE – Creditors Management Solutions LTD.**

**Bank Coordinator – Supervisor**

**July 2013 – January 2015**

Job Description:

 Responsible for obtaining and reviewing pre-closing documentation for new loans, renewals and modifications.  Prepares all early Truth in Lending disclosures, RESPA and Adverse Action documents for all regions.  Enters pertinent loan application details in a bank defined system as well as maintaining the integrity of the data input, including revisions to initial submission if necessary.  Establish and maintain strong working relationships with third party vendors, Lobby Managers, Relationship Managers, Consumer Portfolio Managers, Enterprise Home Loans, and Central Support, including Loan Administration, Deposit Ops, Credit Administration and Compliance.

**Pinas Trucking Solutions**

**Executive Assistant**

**February 2015 – August 2016**

Job Description:

 Revolve around managing and distributing information within an office. This generally includes answering phones, taking memos and maintaining files. Administrative assistants may also be in charge of sending and receiving correspondence, as well as greeting clients and customers.

**P E R S O N A L I N F O R M A T I O N**

*Birthday : April 12, 1992
Status : Single
Height : 5’6”
Weight : 120Lbs.*

*Religion : Catholic*

*Language Spoken : Filipino, English*

 I hereby affirm that all the above-mentioned information is true and correct.