**z\scUILLERLITA**

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**[Guillerlita.338818@2freemail.com](mailto:Guillerlita.338818@2freemail.com)**

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**AREAS OF EXPERTISE:**

Personnel Management

Multitasking Skills

Planning and Scheduling

Spreadsheets and Reports

Office Reception

CHESS Reporter

Events Coordinator

Invoicing and payment processing

**VALUE OFFERED**

**ADEPT MULTI TASKER** quickly assesses and prioritizes projects, based on account deadlines, complexity, process flow, and person hours required

**VERSATILE WRITING SKILLS** with experience preparing speeches, presentations, dialog, job descriptions, and other business documentation.

**PROBLEM SOLVER** enjoy the challenges of each problem and developing the most effective solution.

**TEAM PLAYER and MOTIVATOR** create camaraderie and motivate staff to increase productivity.

**INTEGRITY** is the key to success

**PROFESSIONAL EXPERIENCE**

Johnson Controls International (Controls Department), Abu Dhabi UAE 2011–2016

**Department Administrator cum BSOS (Business Systems Operations Specialist):** Involved with the coordination and implementation of office procedures and have responsibility of tracking the activities secured sales, invoicing, web forecasting and revenues of conventional and major projects. Assist the management in the development and evaluation of rolling sales forecast.

* **Valued as “Key Player”** - Assisting management and A-level staff with department issues and all administrative functions.
* **Project Coordinator** – Serves as the Main Contact Point of Conventional and Major Projects. Issued Invoice and arranging check collection, monitoring team’s time log.
* Brainstormed and developed new strategic user friendly database to decrease errors, improved report turnaround time, thereby allowing project completion before scheduled deadlines.
* **Sales Analyst** – Managing the Sales Forecast, Revenue and Secured for Abu Dhabi and Bahrain Branch. Serves as the main contact for the Consolidation of the Main Report for the Regional Management Meetings.

Johnson Controls International 2010–2011

Cleveland Clinic Project – Abu Dhabi

**Document Controller cum Site Administrator:** Provides Administrative Support to the Project Leader. Maintains project proper documentation, calendar and appointments, support Higher Management administrative needs with confidentiality. Construct Reports and PowerPoint presentations for the Monthly Progress report.

Johnson Controls International (Operations Department), Abu Dhabi UAE 2008–2010

**Receptionist cum Administrator:** Follow communication/update expectations with clients, Administration Support, Triage Incoming Calls

Drake and Scull International, Abu Dhabi UAE 2006–2007

**Document Controller cum Site Administrator:** Provides Administrative Support to the Project Leader. Maintains project proper documentation, calendar and appointments, support Higher Management administrative needs with confidentiality. Construct Reports and PowerPoint presentations for the Monthly Progress report.

Gaudi Restaurant Management Inc. / Global Gourmet Inc., Makati City Philippines 2002–2006

**Bookkeeper cum Administrative Assistant:** Reports directly to the President of the company and Stock Holders, maintaining the Book of Account, preparing Monthly, Daily Sales Report, responsible for monthly remittances (BIR, SSS, Philhealth and Pag-Ibig Fund) and monthly bills (PLDT, Maynilad, Office Rentals, suppliers and etc), conducting monthly inventory and costing and communicating to suppliers.

Rock Records Philippines, Quezon City Philippines 2000–2002

**Receptionist cum Administrator:** Follow communication/update expectations with clients, Administration Support, Triage Incoming Calls.

Seoul, South Korea 1999–2000

**English Tutor**

Teaches English Reading and Writing

**EDUCATION**

**Bachelor of Science in Business and Public Administration**, Pamatasan ng Lungsod ng Maynila - Manila Philippines, 1998

Major in Banking and Finance

**COMPUTER SKILLS**

* MS Office (Word, Excel (Advance), PowerPoint, Outlook, Publisher, Visio)
* Lotus Notes
* Adobe Professional
* Peach Tree Accounting
* QuickBooks Accounting

**TRAININGS**

* First Aid Trade Center Tower - Dubai
* On Line Attendance System JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* GATES JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* Project Control Book JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* Quest JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* SalesForce JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* Iscala JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* Citrix Timesheet JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* eCounter JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* WebForcasting JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* EHS (Environment Health Safety) JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* MAPLE JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* Crystal Enterprise Report JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* SMIS (Sales Management Information System) JCI Office – Mohd. Bin Zayed Office, Abu Dhabi
* Online Ethics Training Online training
* Online Point Of Sales Online training

**PERSONAL DATA**

AGE: 39

BIRTH DATE: September 22, 1977

BIRTH PLACE: Manila

CIVIL STATUS: Married

Reference: To be provided upon request.

Current Visa Status: Company Sponsor (can arranged under Husband Sponsorship if required)