

 Michele

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# CAREER OBJECTIVE

A position in a company that

allows career advancement for self-motivated professionals.

**PROFILE STATEMENT**

Over 20years professional experience providing efficient executive and administrative support to the management.

* Executive and Administrative Management
* Records Management
* Management Information System
* Government Procurement System
* Legal, Medical and First Aid

# SUMMARY OF QUALIFICATIONS

* Ability to work under pressure and dependable team worker.
* Highly adaptable and fast learner.
* Good communication and interpersonal skills.
* Strong coordination skills.
* Adept in analyzing the situation.
* Proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)

# EDUCATIONAL BACKGROUND

* Bachelor of Science in Nursing (Passed the Nursing Licensure Examination, 1994)
* Diploma in Industrial Teacher Education

# PROFESSIONAL EXPERIENCE

**Executive Assistant – from July 2011 to February 2, 2017**

**Sharif Alobaidly Lawyer & Legal Consultants, Sharjah, U.A.E**

•Provide high-level support to the Lawyers and Legal Consultants.

* + - Manage schedule and itineraries.
    - Handles financial and accounting matters for the managers with confidentiality.
    - Prepare correspondence, documents, presentations.
    - Assists Lawyers/Delegates in opening/closing of legal documents.
    - Manage and maintain all contracts and government license renewal of the office.
    - Ensure that processes and policies are adhered to and implemented.
  + Keep and maintain an organized system for all final versions of files and document assuring the confidentiality of important matters.

‐Set up, maintain and improve data management systems

* + Attend to administrative details not requiring the immediate attention of the Manager.

**Administrative Coordinator – from October 2008 to August 2011**

**GECO Mechanical & Electrical Ltd. Sharjah, U.A.E**

* + Reports directly to Division and Technical Managers.
    - Manage work with all Departments like HR, Facilities Management, Estimation, Engineering, Sales and Maintenance Unit, Planning, Procurement.
    - Provide support to 24/7 sales & maintenance the inquiry, reports, and complaints.
    - Liaising with HR and Personnel Dept. all human resource requirements, issues, and concerns (recruitment and placement).
    - Ensure coordination with Procurement of the necessary requirements of the division in lieu of the programs and projects.
    - Prepare responses to correspondence containing routine inquiries and maintaining records management systems and performing report.
    - Prepare agendas and make arrangements for meetings and travel of the Managers.
  + Prepare invoice, payment certificate, report, memos, letters and other documents using word processing, database and/or presentation.
  + Supervise and train other staff.
  + Interpret administrative and operating policies and procedures for employees.

**Administrative Medical Officer/Researcher - from May 2003 to July 2008**

**Department Of Education, Manila, Philippines**

* + Gathers data/information for the formulation of policies and standards.
  + Attend to the medical needs of the staff inside and outside the Bureau, and during training, workshop and seminars.
  + Analyzes and interprets data/information generated for the formulation of policies and standards.
  + Assists in carrying out activities in the implementation, monitoring, and evaluation of programs and projects.
  + Gathers and organizes materials needed in the development of prototype curriculum/materials.
  + Supervise support staff and directs the formulation of policies and standards.
  + Prepares letters, communication, memorandum, correspondence and minutes of the meeting.
  + Coordinates the administrative functions of the bureau.
  + Conducts/Assist in orientation, training, seminars and workshops of the bureau’s programs and projects.
  + Coordinates the Management Information System of the bureau’s programs and projects.
  + Assists the higher management level.

**Project Development Officer III (Administrative and Civil Works and Procurement) – from March 1998 to May 2003**

**Department Of Education - An Asian Development Bank Assisted Project**

* + In- charge of Civil Works and procurement.
  + In- charge of Administrative Unit of the project.
  + Perform planning, programming, monitoring relative to project management, training, and development.
  + Prepare regular financial and physical reports of program and projects.
  + Outline communications and other project documents needed in planning, implementation, monitoring and evaluation.
  + Organize and coordinate management meetings, curriculum reviews, project orientation and other activities of program and projects.
  + Assisted the Chief Legal Department of Education on Cases and Disputes covers the National and local Department of Education

**General Nurse - from March 1995 to January 1997**

**Mary Chiles Hospital, Manila, Philippines**

* + Identifies patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
  + Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
  + Promotes patient's independence by establishing patient care goals; teaching patient, friends, and family to understand the condition, medications, and self-care skills; answering questions.
  + Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.

**LOCAL &INTERNATIONAL AFFILIATION**

* Philippine Nurses Association (PNA)
* International Police Science Association (IPSA)
* Academy of Criminal Justice Sciences (ACJS)

# PERSONAL INFORMATION

Date of Birth : August 30, 1970

Citizenship : Filipino

Civil Status : Married

Visa : Residence (Husband’s Sponsorship)