MARVIE

MARVIE.366185@2freemail.com ASUNCION

OBJECTIVE

To secure a responsible career opportunity, where I can fully utilize my communication skills and management skills, and to join a team where absolute com-mitted to work, a strong sense of responsibility, energy and posi-tive attitude.

PROFESSIONAL

SKILLS

MS Word

MS Excel

MS PowerPoint

Holds a Driving License Non professional ( Philippines)

WORK EXPERIENCE

Administrative Assistant cum Receptionist

Commission on Higher Education ( CHED) Region X11 Koronadal City, Philippines

May 2016 - February 2017

* Answer, screen and forward any incoming phone calls while providing basic information when needed.
* An outbound call for school distribution of memos and information for meetings and seminars.
* Serve visitors by greeting, welcoming, directing and announcing them appropriately
* Retrieve documents from filling systems
* Receive and sort daily mail, deliveries and couriers
* Record, compile, transcribe and distribute minutes of meetings
* Perform other clerical duties such as filing, photocopying, collating, faxing and etc
* Perform other duties as requested

Administrative Assistant (Internship)

Department of Agriculture Region (DA) Region XII, Koronadal City, Philippines

October 2015 - March 2016

* Organise schedules and coordinate meetings, appointments and travel arrangements for supervisors
* Receive and record communications, such memos, conferences, and meeting for Department biddings and procurements.
* Assist in planning meetings, take and distribute detailed minutes
* Submit and reconcile expense reports of the Department Supervisors
* Maintain electronic and hard copy filing system
* Assist in the preparation of regularly scheduled reports
* Help in recording journals, disbursement vouchers and Purchase Orders
* Provide general supports to visitors
* Prepare Powerpoint presentation for meetings, seminars and conference
* Perform other clerical duties such as filing, photocopying, collating, faxing and etc
* Perform other duties as requested

Customer Service Representative (Part-time)

D.A. D Outsourcing, Koronadal City, Philippines

July 2014- August 2015

* Perform data entry services for the company in regards to punching in customer information.
* Answering questions and gathered necessary information.
* Explain services and prices, and answer questions from customers.
* Obtain customer information such as name, address, and payment method, and enter orders into computers.
* Handle complaints, provide appropriate solutions & alternatives within the time limit ; follow up to ensure resolution.
* Follow communication procedures , guidelines and policies.
* Customer service oriented skills – Ability to deal with irate customers using excellent interpersonal-communication skills.

EDUCATIONAL ATTAINMENT

Tertiary

Ramon Magsaysay Memorial Colleges-Marbel Inc.

(2013 – 2016)

Koronadal, South Cotabato Unit 7 Lv. Building, Alunan Avenue

SEMINARS

July 2014

Personality Development and Customer Service

Gaisano Grand, City of Koronadal

March 2014

Good Governance and Student Empowerment

Gaisano Grand, City of Koronadal

March 2014

Work Ethics

Gaisano Grand, City of Koronadal

January 2016

Globalization of Business Education – A new Perspective in Sales Management

Fred Ann’s Restaurant, City of Koronadal

March 2016

Business Education: Global Trends in Product Development

KCC Convention Center, City of Koronadal

AIMS & INTEREST

I am a computer literate. I am a fast learner and self starter. I enjoy taking new responsibility and going the extra mile. I am motivated by my desire to be the best of myself in everything that I do.