****Name **: JENNELYN**

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OBJECTIVE

* **To obtain a job from any field that will challenge me and allow me to use my Education, Skills and past Experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.**

****KEY SKILLS****

* Knowledgeable on Clerical/ Secretarial and Administrative procedures, systems and practices of office management and control to optimize workflow.
* Excellent communication skills in both written and verbal.
* Initiative, Resourceful and Proactive in dealing with issues that may arise.
* Self-Motivated/ Ability to work independently with less supervision
* **Ability to keep clear and accurate records and reports.**
* **Ability to use** computer **and rapidly input data and retrieve records and information.**
* **Ability to organize work load and to manage a filing methods and management techniques**
* Attention to detail, accuracy and able to meet deadline in a timely manner.
* Scheduling, Planning, Organizing skills and has Positive attitude towards work.
* Proficient in Microsoft Windows Application **(**Word, Excel, Instant Artist, Power Point, Visio, Access)

WORK EXPERIENCE

Position : Logistic Document Controller/ Secretary

Company : LUARC Transport Group (Cargo Transport Logistics)

Location : V.B. Cabahug, Private Rd., Opao, Mandaue City, Philippines

Employment Date : April 8, 2005 – July 10, 2007 (2yrs & 3mos)

Duties & Responsibilities

- Check invoices, quantity and quality of goods received and to be shipped.

- Process shipping documents and inform customers about the movement of goods

- Maintain records of received goods and dispatch goods.

- Maintain document control registers / documents for incoming and outgoing.

- Ensure sequential numbering system in each and every outgoing document and

 correspondence for easy traceability.

- File and archive documentation to facilitate easy retrieval at a later date.

- Archive data for historical purposes.

- Control all aspects of project documentation on multiple simultaneous works, utilizing various

 control methods/systems.

* Manage activities throughout the order fulfillment and transportation cycle to make sure

 established deadlines are met

- Continually reviews freight costs, transportation rates,

- Streamlines shipping and transportation processes

- Provide maps of route and address to drivers and track transportation

Position : AdminAssistant/ Document Controller

Company : JA Interior & Design (Construction & Fabrication)

Location : Labangon, Cebu City, 6000, Philippines

Employment Date : January 10, 2001- March 15, 2003 (2yrs & 2mos)

**Duties & Responsibilities:**

* responsible in filing, sorting and retrieval of electronically stored or hard copy documentation

 produced by technical teams and other departments in a timely, accurate and efficient manner.

* Coordinate all activities related to the Document Control procedure, including technical

 documents, drawings, and correspondence.

- Setting up project filling systems and Monitoring processes.

- controlled copies of latest approved documents and drawings are given to the appropriate

 contractors, subcontractors and suppliers,

- Maintain updated records of all approved documents and drawings and their distribution clearly

- Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.

- manage daily/ weekly/monthly agenda and arrange meetings and appointments

- develop and maintain filing system for contractors, customer and suppliers

- Gathered data relevant to projects, client specifications and material supplies.

WORK EXPERIENCE

Position : Admin Assistant/ Receptionist/ Secretary/ HR Assistant

Company : Cebu Institute of Technology- University (CIT-U)

Location : N. Bacalso Ave., Cebu City, 6000, Philippines

Employment Date : May 1996 - November 1999 (3yrs & 6mos)

**Duties & Responsibilities: Secretary/ HR Assistant (HR Department)**

* secretarial, clerical, administrative procedures and systems like filing and record keeping.
* in-charge in maintain electronic and hard copy and updated filing system and retrieve
* documents from database.
* organize, schedule and coordinate meetings, trainings and seminars for employees.
* preparation of the venue, handouts and manuals, so as with the meal and snacks.
* maintain office supply inventories and coordinate maintenance of office supplies and forms.
* coordinate and maintain records for admin staff, faculty and tenured employees and their contact numbers, latest achievement for ranking purposes.
* Sourcing and procurement of faculty members from other schools and organizations.
* Maintained high level of confidentiality in a professional manner.

**Duties & Responsibilities: Admin Assistant/ Receptionist (Executive Office)**

* Assist in administrative and office support activities for the department to facilitate the efficient operation of the organization.
* answer, screen and transfer inbound phone calls.
* receive and direct visitors and clients to respective departments.
* general clerical duties including photocopying, acetate, fax, mailing and routing, disseminating of memo, program and forms

**ACADEMIC HISTORY**

**College : Bachelor of Science in Industrial Engineering (BSIE) 1996-2001**

 Cebu Institute of Technology- University (CIT-U)

**Secondary : Cebu Institute of Technology- University (CIT-U) 1992 - 1996**

 N. Bacalso Ave., Cebu City, Philippines

**Primary : Zapatera Elementary School (ZES) 1986 – 1992**

 Brgy. Zapatera., Cebu City 6000, Philippines

**CORE COMPETENCE:**

* Administrative, Secretarial, Document Control Management, Customer Service skills
* Scheduling, Planning and Organizing skills.
* Excellent communication skills in both written and verbal.
* Interpersonal, Leadership, Supervisory and Management skills
* Proficiency in Microsoft Windows Application **(**Word, Excel, Instant Artist, Power Point, MS Visio, Access)

**TRAININGS/ SEMINARS ATTENDED:**

“Productivity and Quality in Pursuit for Operational Excellence”

**Philippine Institute of Industrial Engineers (PIIE) - Visayas Chapter**

March 31, 2012 at University of Cebu

“Call Center Training- Basic IELTS”

**People Support (AEGIS)- 2007**

I.T. Park, Lahug, Cebu City