

Jaylord

Assistant to the Administrator| Event Management Professional

Email: jaylord.369356@2freemail.com

A hard-working professional who has over 4 years of experience in administration and 6 years experience in event management. A calm head and meticulous eye for detail ensuring that all duties are carried out to the highest standards and in allotted time frames.  Comfortable working as part of a team or independently and very proactive with a focus on delivering quality administrative support on a continuous basis. Skills include excellent communication, people management, and multitasking and key strengths lie in flexibility and resilience, able to adapt to changes regardless of pressure.

|  |  |
| --- | --- |
| Experience | **Epicenter, Baguio City, Philippines** 2011 – 2014Assistant to the Administrator1. Performed several management and administrative jobs including coordination of events, organizing and scheduling appointments, and job delegations and evaluation, for several years.
2. Fulfilled administrative and secretarial responsibilities directly delegated by the administrator.
3. Prepared correspondence and attended meetings on behalf of the Administrator.
4. Managed and disseminated important company documents and information through answering calls, taking memos, and maintaining files.
5. Established interpersonal and team work skills among different teams and committees ensuring comradery in every task, activity or event.
6. Submitted and developed financial proposals for certain programs and projects
7. Planned events like board meetings/conferences and luncheons.
8. Carefully forwarded incoming general e-mails to appropriate staff members

**Epicenter, Baguio City, Philippines** 2011 – 2017Event Planner and Manager1. Planned, coordinated and executed events – Oversaw the planning and execution of logistics and operations for concerts, conferences, meetings, trainings, retreats, and other private functions such as weddings, birthdays and meetings.
2. Managed an array of the event operations – facility selection, contracting, pricing, transportation, accommodations, food and beverage selections and audio/visual service arrangements.
3. Organized events through proper management of a team and delegation of tasks according to the skills of every personnel.
4. Coordinated travel arrangements and accommodations for speakers and special guests for conferences and summits.
5. Selected venues, negotiated hotel and meeting room rates, revised contracts to limit firm liability.
6. Develop and maintain solid relationships with vendors and sponsors
7. Handled the responsibilities of conceptualizing arrangements of the stage, decorations, lighting, food stalls, as well as collective input of video and sound systems
8. Handled all parts of the event planning process, from choosing a venue to coordinating transportation
9. Acted as primary point of contact for people who are attending events or providing services for the gathering
10. Kept things running smoothly despite adverse conditions or circumstances

Epicenter, Baguio City, Philippines 2011 – 2014Creative Writer and Director1. Written scripts and creative stories for musicals, theatrical purposes, short drama plays, etc. based on original ideas.
2. Written fiction or nonfiction materials which may fall into short stories, articles, novels, analytical write ups and essays.
3. Reviews, submits for approval and revises if necessary, written materials such as newsletters which have been disseminated within a community setting.
4. Organized required material for the project, plans, and arrangements.
5. Managed and directed overall preparation for full project production.
6. Collaborated with other supporting staff – such as assisting members and coordinators.
7. Collaborated with and manage technical crew which covers lighting and sound.
8. Provided hands-on supervision and assistance to the production team in charge of set, props and costume design – all of which to have met designated standards and aesthetic character.
9. Mentored, assisted and guided every member of the production team – covering professional and personal attributes which affect their performance as a member of the team.

**The Generics Pharmacy , Philippines**  2010-2011Pharmacist1. Dispensed prescription medicines to patients and costumers
2. Counselled customers in use of prescription medications and pharmacotherapy treatments
3. Checked dosage and ensured that medicines are correctly and safely supplied and labelled
4. Advised patients of any adverse-effects of medicines or potential interactions with other medicines/treatments
5. Handled queries and complaints of costumers in a very professional manner.
6. Monitored blood pressure and cholesterol levels
7. Managed, superved and trained pharmacy support staff and interns
 |
| Skills | Management skills ★★★★★★★★★★Communication Skills ★★★★★★★★★★Team management & collaboration skills ★★★★★★★★★★Flexibility ★★★★★★★★★★Detail-Oriented ★★★★★★★★★★MS Office Applications ★★★★★★★★★★Coordination ★★★★★★★★★★Creativity ★★★★★★★★★★ |
| Professional Attributes | Detail-oriented | Result/goal-oriented | Self-Motivated | Articulate |Strong verbal and written communication skillsPeople-oriented – Flexibility in dealing effectively with all types of personalities whilst maintaining positive working relationships with othersOutstanding project, organizational and time management skills – Ability to prioritize, multi-task, lead, direct, and solve problems effectively.Great team player and works well under pressure and given time contraints. Well-versed in English. |
| Education | Saint louis university 2009Bachelor of PharmacyBaguio City, PhilippinesASIA PACIFIC THEOLOGICAL SEMINARY 2015Master of DivinityBaguio City, Philippines |
| Personal Information | **Date of Birth:** August 2, 1988**Nationality:** Filipino**Marital Status:** Single**Visa Status:** Visit Visa |
| References | *\* Available upon request*  |