**MITCHELLE**

[**MITCHELLE.373333@2freemail.com**](mailto:MITCHELLE.373333@2freemail.com)

Dear Hiring Manager,

I am writing to show my interest in the admin assistant position in your company advertised. With excellent people skills and extensive working experiences in the same field, I feel that I am the ideal candidate for that position. Please have a look my attached resume.

While holding positions in the administrative field for the last 3 years, I have developed the aptitude to quickly adapt to the work methods and routines of my employers. My past experiences working in administration and handling office affairs, along with various other professional settings has prepared me to tackle a wide range of obstacles and complications that may occur. My strong work ethic leads to me getting tasks done swiftly and efficiently, and my ability to time manage and multitask ensures that I am capable of keeping up with various projects and assignments. Patience and dedication are immeasurable qualities which I have also attained while working in high-paced settings and I am certain will only prove to be beneficial characteristics to whatever work environment I am in.

Please feel free to contact me should you require any additional information or would like to schedule an interview. I look forward to hearing from you.

**MITCHELLE**



**PERSONAL DETAILS**

**Date of Birth:** July 13, 1991

**Age:** 26

**Sex:** Female

**Civil Status:** Single

**Citizenship:** Filipino

**Language Spoken:** English, Filipino

**CAREER OBJECTIVE:**

To work in a challenging atmosphere that will allow me to develop professional and technical skills to broaden my prospective and to contribute best of my skills and abilities to the success of an organization.

**SKILLS**

* Highly skilled in greeting visitors and directing them to the right person or department
* Well-versed in managing guests book and issuing security passes
* Hands-on experience in giving information to visitors and answering their question
* Proven record of answering/forwarding calls and taking messages
* Demonstrated ability to deal effectively with phone and email inquiries
* Able to maintain an organized reception area
* Comprehensive knowledge of organizing reading material in the waiting area

**WORK EXPERIENCE**

***Receptionist cum Admin Assistant***

January 28, 2016 – August 2017

Potemps - Company Assigned: SN Aboitiz Power Group

10th Floor NAC Tower, 32nd St., Bonifacio Global City

* Serves visitors by greeting, welcoming, directing and announcing them appropriately
* Answers telephones and directs the caller to the appropriate associate
* Provides callers with information such as company address, directions to the company location, company fax numbers, company website and other related information
* Maintains security by following procedures (monitor logbook)
* Maintains safe and clean reception area by complying with procedures, rules, and regulations
* Receives, sorts and distributes incoming documents
* Coordinates messenger and courier service
* Assists with other related clerical duties such as photocopying, faxing, and filing
* Coordinates other bank transactions such as payments and deposits

***Admin Assistant***

September 2014- January 2016

Protemps - Company Assigned: Security Bank Corporation

8th Floor SB-cards Building 114 Valero St., Makati City

* Answer and direct phone calls
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Maintain office supplies for department
* Maintain contact lists
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
* Perform data entry and scan documents
* Answer calls from customers regarding their inquiries

***Office Staff***

Summer Job 2012

Commission on Election

Municipality of Panukulan, Quezon

* Encodes documents and reports
* Monitors and maintain office supplies
* Assists in filing duties
* Helps organize office activities (voter registration)
* Maintains office area clean and tidy

**Education**

**Tertiary *Eulogio “Amang” Rodriguez Institute of Science and Technology***

Bachelor of Science in Tourism

2010- 2014

Sampaloc City of Manila

**Secondary *San Juan National High School***

Panukulan, Quezon

2004-2008

**Primary *Padre Jose Burgos Elementary School***

Sta. Mesa City of Manila

1998-2004

I hereby certify that all the above information is true & correct to the best of my knowledge.