**LORELIE**

[**LORELIE.84332@2freemail.com**](mailto:LORELIE.84332@2freemail.com)

**CAREER OBJECTIVE**

To be a member of a reputed company where I can integrate and apply my work oriented skills and experiences towards the growth of the business, meeting the company’s expectation through commitment and be a team player towards the attainment of company’s goal and objectives.

**PROFESSIONAL EXPERIENCE**

**PROagro Ltd. Chelsea Harbour, London UK**

Assistant to the Managing Director

Sep ’12 – March 2015

*Responsibilities*:

* Manages when the Managing Director is not present
* Supervises two staffs, one for IT and one for Accounting and third party staff provided per project
* Handles Marketing and Advertising events
  + Spearheads all exhibits for the company
  + Oversees Digital Media and Administrative updates
* Handles the budget, inventory and encodes invoices and receipts in the purchase ledgers - submits the update to the Accounts
* Administers all communications for the company
  + Answers telephone calls, evaluate and settle enquiries depending on the circumstance
  + Oversees Calendar and tasks to be done
  + Coordination of meetings and appointment
  + Deal and prioritize incoming correspondence
  + Draft general communication signature
  + Collaborate regular internal and external meetings and telephone/ video conferences – multi-time zone. Including convention provisions, arrangement and dissemination of programs if required
* Make a plan and coordinate the travel itinerary including but not limited to ticket and hotel bookings, and other documentations related to the travel – through the third party agency
* Maintain confidentiality of sensitive business information
  + Handling and maintaining company database
* Regular updating business reports
* Coordinate with relevant Service Providers on any issues relating to the physical office support and maintenance

*Other responsibilities:*

* Handling over-all marketing aspect of the company
  + Maintaining and updating the backend of the website
  + Coordinating events from concept to implementation (sample
* Research and design concepts
* Selling of the product – Sales aspect
* Handling invoices/ accounts – Accounting aspect
* Filing, retain records of important clients service providers as well as day to day activities within standards – Administrative Aspect
  + Answering email and posts correspondences
* Personal assistant to the Director

**CITRINUM CORPORATION,** Philippines

Accounting and Administrative Assistant

Nov ’08 – Dec ‘10

**CHEVRON PHILIPPINES INC.** Philippines – Head Office

Customer Service Officer

Sep ‘04 – Nov ’08

**HONDA CARS PHILIPPINES, INC.** Philippines – Head Office

Direct Marketing Specialist

Jul ’01 – Sep ‘04

**LIQUIGAZ PHILIPPINES, INC.** Philippines – Head Office

Administrative Assistant

Dec ’00 – Jul ‘01

**EQUITABLE PCI BANK,** Philippines

Student Trainee

Apr ’00 – Dec ‘00

**EDUCATION**

* **Postgraduate Diploma in Business Strategy and MBA, Top-up** Mar ’14 – Aug ‘15

LONDON SCHOOL OF MARKETING – Anglia Ruskin University

* **ACCA, London UK** Jan ‘12 – Aug ‘14

BPP UNIVERSITY COLLEGE

* **ABE Professional on Higher Diploma – BUSINESS MANAGEMENT, London UK** Jan ‘11 – Dec ‘11

LONDON COLLEGE OF LAW AND MANAGEMENT

* **Bachelor of Science in Business Administration** 1997-2000

DE LA SALLE UNIVERSITY – COLLEGE OF ST. BENILDE

(Major in Export Management, Diploma, October 2000)

* **High School Diploma**, March 1996

PHILIPPINE NORMAL UNIVERSITY – LABORATORY SCHOOL