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| **IVY**  |
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|  |
| Ivy.381391@2freemail.com  |

**Objective**

To be able to help with growth of the company through its vision and mission with the best of my skills and ability. And to provide personal support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

**Professional Summary**

Detail-oriented, ambitious and motivated Executive Secretary with extensive experience supporting senior executives in large corporate environment.

**Skills**

|  |  |
| --- | --- |
| * Accurate and detailed
 | * Pleasant demeanor
 |
| * Excellent planner and coordinator
 | * Critical thinker
 |
| * Excellent communication skills
 | * Strong interpersonal skill
 |
| * Resourceful
 | * Self-directed
 |
| * Dedicated team player
 | * Result oriented
 |

**Experience**

**08 2017 – Current Executive Secretary**

 **Consolidated Contractors Company**

 **Project – Al Zahia City Center – Sharjah, UAE**

* Provide administrative and clerical support to departments or individuals.
* Schedule meetings and arrange conference rooms.
* Alert manager about cancelations or new meetings.
* Handle information requests.
* Prepare correspondence and stuff mail into envelopes.
* Arrange for outgoing mail.
* Manage spreadsheets.
* Greet and receive visitor.
* Prepare confidential and sensitive documents.
* Coordinates office management activities.
* Determine matters of top priority and handle accordingly.
* Prepare agenda for meetings.
* Maintain office procedures.
* Coordinate committees and task forces.
* Relay directives, instructions and assignment to executives.
* Receive and relay telephone messages.
* Direct the general public to the appropriate staff member.
* Maintain hard copy and electronic filing system.
* Managed external contacts for CEO and kept track of periodic communication needed for priority contacts.
* Created expense reports, budgets and filing systems.
* Conducted research to prepare, gather and proof briefing materials, agendas and decks for all executive-level meetings.
* Developed and maintained an alert system for upcoming deadlines on incoming requests and events.
* Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.
* Processed travel expenses and reimbursements.
* Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.
* Directed administrative functions for the directors, principals, consultants and key managers.
* Distributed company-wide announcements, booked conference rooms and coordinated catering for annual staff development forum.
* Located and attached appropriate files to incoming correspondence requiring replies.
* Frequently used word processing, spreadsheet, database and presentation software.
* Developed and maintained an internal client filing system.

**04 2014 – 07 2017 Document Controller**

 **Consolidated Contractors Company**

 **Project – Abu Dhabi Plaza Project – Astana, Kazakhstan**

* Copy, scan and store documents
* Check for accuracy and edit files, like contracts
* Review and update technical documents (e.g. manuals and workflows)
* Distribute project-related copies to internal teams
* File documents in physical and digital records
* Create templates for future use
* Retrieve files as requested by employees and clients
* Manage the flow of documentation within the organization
* Maintain confidentiality around sensitive information and terms of agreement
* Prepare ad-hoc reports on projects as needed
* Uploading (RFIT's, MIR's, Drawings, Submittals) in Aconex and VBC.
* Preparation and submission of submittals.
* Preparation and submission of drawings.
* Checking and stamping of drawings for site use.

**06 2011 – 10 2013 Personal Assistant to the Project Director/Completion Administrator**

**McConnell Dowell and Consolidated Contractors Company Joint Venture**

**Project – Komo Airfield – Papua New Guinea**

* Corroborates that the original letters signed by Project Director sent through courier will be received by the client and sub-contractors.
* Received all the documents to be signed by the PD.
* Responsible for the updating of the letter register.
* Arrange meeting invitation.
* Preparation of minutes of meeting.
* Maintaining documentation signed by the Project Director.
* Updating the organizational chart.
* Keep communications in strict confidentiality
* Do other tasks as assigned by the Project Director and other Managers.
* Assisting QAQC team in maintaining the productivity and quality records.
* Maintaining a resource tracking and coordinating requirements of the project for client approvals.
* Maintaining various records of structural drawings and other related construction drawings as directed by the QAQC Engineers.
* Compiling of Fabrication Record Books, Engineering Deliverables for the DFO.
* Involved in updating of mechanical completion check sheets and punch works data base for system completion and certification. Conducted integrity and consistency checking of technical documentations for certification and handover and preparation of daily and weekly reports.
* Managed external contacts for CEO and kept track of periodic communication needed for priority contacts.
* Conducted research to prepare, gather and proof briefing materials, agendas and decks for all executive-level meetings.
* Developed and maintained an alert system for upcoming deadlines on incoming requests and events.
* Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.
* Processed travel expenses and reimbursements.
* Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.
* Directed administrative functions for the directors, principals, consultants and key managers.
* Distributed company-wide announcements, booked conference rooms and coordinated catering for annual staff development forum.
* Frequently used word processing, spreadsheet, database and presentation software.
* Coordinated dealer visitations, company special events and other employee morale functions.
* Developed and maintained an internal client filing system.

**01/2001 – 01/2004 Secretary**

 **Birthright Baptist School**

* Scheduling for retreats of the students
* Assists in the enrollment of the students
* In charge of the filing system of the office

**10 1998 – 11 2000 Secretary**

 **Mandaluyong City**

• Acts as a Personal Assistant to the General Manager of the Company.

• Keep all the communication in strict confidentiality.

• Assists all the needs of the General Manager in relation to his work.

• Take care of business calls of the General Manager.

• In charge of collection of the accounts receivable of the company.

• Segregates invoices.

• Supervise administrative concerns of the office.

• Prepares leave of absence summary.

• Perform other duties as assigned by the General Manager

**Education**

1992- 1997 Bachelor of Science in Physical Therapy

 Ago Medical and Educational Center – Legaspi City, Philippines

1987 – 1991 Naga College Foundation

 Naga City Philippines

1981 – 1986 Fort Bonifacio Elementary School

 Makati City, Philippines

**Personal Information**

Date of birth: 29 January 1974, Place of birth: Makati City, Philippines, Status: Single, Weight: 135

 lbs., Weight: 5’5”