



QUALIFICATIONS SUMMARY

- Seasoned executive assistant and office manager with over 15 years of experience reporting to the Chairman, CEO, and other top executives.
- Adept copywriter / content writer for websites, press releases, company brochures, marketing plans, digital marketing
- Well-versed in correspondences, report & document preparation, meeting & event planning, Policies & Procedures Manuals preparation, calendar keeping, and record management.
- Proficient in Microsoft Office Applications such as Word, Powerpoint, Excel, and Publisher, possesses typing skills (58 wpm) and have good command of English (written and oral).
- Able in Adobe Photoshop, Illustrator, Publisher
- Equipped with organizational skills coupled with personal characteristics such as sound work ethic, dependability, discretion, and dedication.

WORK EXPERIENCE

Position: Executive Secretary to the Chairman

BDO Public Accountants

Diplomatic Area, Kingdom of Bahrain

April 2011 - present

- Provide full secretarial and administrative service to the Chairman, CEO, and Partners
- Coordinate with the company's Media Relations Officer regarding writing, editing, and proof reading of company press releases, partners' interviews, and company brochures
- Established, and maintains an organized and up-to-date filing system
- Coordinate travel arrangements, prepares visa requirements, confirms travel, and prepares post-travel liquidations
- Maintain a diary of appointments and events
- Prepare letters, memos and other correspondence
- Arrange meetings with clients, associates, and other employees
- Reviews outgoing correspondence, reports, and other documents that are for signature to ensure accuracy and completeness
- Update the Chairman about the status of ongoing office matters
- Follow up matters on behalf of the Chairman both within the company and externally
- Assist the HR and Admin. Manager
 - Maintain and organize personnel records of company staff (100+ staff)
 - Manage received CVs and assists in interview process when Manager is unavailable
 - Prepares contract, agreements, salary register as requested
 - Facilitate documents for visa processing
 - Coordinate with manpower agencies / embassies

Position: Executive Secretary to the Group General Manager

Gulf Media International

Diplomatic Area, Kingdom of Bahrain

March 2008 – April 2011

- Serve as the main point of contact with all clients, associates and suppliers in the absence of the Group General Manager
- Attend meetings in the absence of the Group General Manager and prepare minutes of the meeting
- Liaise with suppliers when needed
- Prepare and issue Local Purchase Orders when required
- Prepare letters, memos and other correspondence
- Prepare effective media proposals and presentations

- Develop company presentations
- Conduct research, compile data, and prepare papers for consideration and presentation by executives
- Arrange meetings with clients, associates and other employees
- Provide full secretarial and administrative service to the Group General Manager
- Assist in overseeing office administration on day-to-day matters
- Assist in drafting company policies and procedures
- Maintain a diary of appointments and events
- Maintain an organized and up-to-date filing system
- Update the Group General Manager about the status of ongoing media projects
- Update and effectively organize the Company Contacts Database by category, country and company.
- Compiling and updating all correspondence/emails
- Managing of general HR communications and correspondences and systematic documentation of the same
- Clarify any media related queries that clients may have in the absence of Group General Manager
- Follow up matters on behalf of the General Manager both within the company and externally
- Answering telephone calls when necessary and forwarding messages

Position: Administrative Assistant and Coordinator for Regions 10 and 11

Bureau of Agricultural Research

Diliman, Quezon City, Philippines

January 2005 – March 2008

- Prepare workplan, Quarterly Physical Report Operation (QPRO) and monthly, quarterly and annual accomplishment reports of the section
- Compose correspondences, acknowledges receipts of reports, answers requests for realignments and extension of livestock projects, prepares Special Orders and Memorandum
- Requests the division's office supply and maintain inventory
- Prepare divisional presentations
- Reviews and proofreads outgoing correspondence, reports and other documents that are for checking and signature of the officer to ensure accuracy and completeness
- Maintains and records files of communications and activities of the division
- Coordinate travel arrangements, prepares travel requests, confirms travel and prepares post-travel liquidations
- Manage schedules, create and maintain events calendar of the division
- Receive, direct and relay telephone and fax messages
- Coordinate and orchestrate the implementation of the updated Regional Integrated Research, Development, and Extension Agenda and Programs for Agriculture and Fisheries.
- Coordinate, monitor and evaluate the implementation of RDE network activities, particularly the BAR supported projects: "Management and Operation of the Regional RDE Network" and "Community-Based Participatory Action Research".
- Gather and consolidate, and prepare reports, documents and official communications that are needed for the coordination, monitoring and evaluation of the aforementioned RDE projects.
- Coordinate meetings and reviews of BAR-funded livestock projects
- Assists BAR clientele on their inquiries and concerns
- Perform other duties that maybe assigned by the supervisor.

Position: Monitoring and Evaluation Officer, Planning Unit

Bureau of Agricultural Research

Diliman, Quezon City, Philippines

Sept. 2002 – January 2005

- Coordinates and facilitates seminars and conferences, including preparation of seminar design, budget requirements, program and invitations.
- Assist in the provision of technical and logistics support as secretariat to the SSAC and RDMC including coordination of meetings, preparation of invitations, minutes, and action sheets.
- Responsible for data banking of completed researches/developed technologies and validation of entries in the Bureau's Completed Researches Database
- Prepares presentations of the Governance, Impact Evaluation, and Policy Division (GIEPD)
- Coordinates the Bureau's Agency In-house Review Grants which includes preparation of guidelines, communicating with other Bureau's and Attached Agencies of the Department of Agriculture, and preparing documents for the processing of grants.

- Monitor division-funded researches and prepare progress reports
- Assists in the conduct of the National Research Symposium, an annual event sponsored by the Bureau aimed at enhancing exchange of information, knowledge and promoting awareness on technological breakthroughs.
- Assists BAR clientele on their inquiries and concerns.
- Performs other functions that may be assigned from time to time.

Position: Research Assistant, Knowledge Products and Services Division

Bureau of Agricultural Research

Diliman, Quezon City, Philippines

Sept. 1999 - 2002

- Coordinates seminars and conferences, including canvassing of hotels for venues, preparation of budget requirement, and preparation of invitations.
- Proof-read the Bureau's publications (BAR Chronicle, BAR Today)
- Provides secretarial and administrative support for the Knowledge Product and Services Division of the Bureau which includes tracking of incoming and outgoing papers/documents, preparation of Special Orders/Memorandums and office communications, preparation of Vouchers and Travel Orders, maintains files, answers general telephone inquiries, and performs supplies inventories.
- Facilitates the processing of the Scientific Grant System of the Bureau which includes preparation of a Memorandum of Agreement (MOA), vouchers, and other related documents
- Assists in the preparation of Exhibits and Backdrops in Seminars and Conferences
- Performs other related functions as directed.

EDUCATIONAL BACKGROUND

Units in MASTER OF PUBLIC MANAGEMENT (30 Units)

University of the Philippines Open University

BACHELOR IN BUSINESS ADMINISTRATION - Major in Marketing

Polytechnic University of the Philippines

TRAININGS

- Fundamentals in Digital Marketing
- Excel Skills for Business: Essentials
- ISO 9001: 2000 Interpretation and Documentation Training Workshop
- Intellectual Property Awareness Training Workshop
- Basic Intellectual Property Rights Training