

JEANETTE G. MARQUEZ

Adliya, Kingdom of Bahrain
Mobile no. 35667228
jeanette0611@gmail.com



Skills Summary:

A positive and outgoing team player. Able to communicate with people of all levels and take direction whilst working under considerable pressure. Work well under own initiative and enjoy new challenges. Ability to learn quickly when training is required.

Education:

Master of Arts in Teaching Home Economics / 1998

Bulacan State University, Philippines

Bachelor of Elementary Education / 1994

Baliuag University, Philippines

Experience:

COLLAGE CONSULTANTS WLL,

Budaiya, Kingdom of Bahrain

Projects Coordinator/Secretary/ March 2005 – Present

- Arrange for meetings between team members, and between team members and clients
- Record minutes of meetings
- Track and manage incoming paperwork
- Keep all members of the team up-to-date with current information and paperwork
- Communicate with team members to ensure optimal strategy and maximum efficiency
- Responsible for the preparation of tenders/biddings along with the Project Manager.
- Prepares quotation, Delivery Notes, Purchase order for local/overseas supplier and subcontractors.
- Communicate with clients and materials supplier, local and international.
- Coordinates with the forwarding and clearance company on shipment process.
- Conducts research and availability of materials.
- Responsible for the application of new visas, renewal and other works related to LMRA and GOSI

GLOBAL MANAGEMENT

Budaiya, Kingdom of Bahrain

Receptionist-Admin. Asst./ June 2008 – February 2009

- Reception duties - Answering and forwarding calls, sorting of mail incoming and outgoing
- General duties - filing, faxing, photocopying, emailing etc.

- Taking care of candidate files - Inputting CV's, Information and candidate details onto Global Systems for Staffing Solutions Team.
- Keep filing up to date.
- Preparing candidate files for evaluation
- Meeting and greeting clients and candidates into the office

PANARAB MULTIMEDIA/COCOON TRADING

Dubai, UAE

Receptionist-Secretary/ April 2007 – April 2008

- Coordinates with all the suppliers through emails.
- Provides all the necessary forms or materials needed to each shop.
- In-charge of asking quotations to shipping agencies for shipment rates.
- General office administration duties, incoming and outgoing mail, telephone calls, meeting and greeting visitors
- Dealing with the registration book at reception - incoming visitors etc.
- Filing office documents

SUMMER MOON TRAVEL LLC

Dubai, UAE

Admin Asst./ December 2005 –February 2007

- Take note of the e-mails and telephone messages for the manager and staff on official business.
- Assist marketing regarding e-mails, proposals, information gathering and other marketing related concerns.
- In-charge of petty cash, office supplies and equipments, billings and other office logistics.
- Assist in promoting the agency to prospective clients, tour operators and travel agencies in Dubai and other countries.
- Filing documents such as proposals, quotations to clients, quotations from suppliers, official memos, receipts and other pertinent documents.

DEPARTMENT OF EDUCATION

Philippines

Elementary Teacher / September 1995 – August 2005

- Diagnosing information about the needs, aptitudes and interest of the students.
- Orderly prepares the setting for learning and selects appropriate instructional strategies.
- Systematically prepares instructional materials and making lesson plans.
- Measuring, evaluating and grading students' performance and reporting progress of students to the parents.
- Giving ample time on assignment and special reminders to the students at the end of the day.

PERSONAL INFORMATION:

Nationality: Filipino
 Date of Birth: March 6, 1973
 Status: Married