



SKILLS

MS OFFICE



CRUNCHTIME



TYPING



CUSTOMER SERVICE



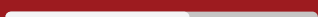
SOCIAL MEDIA



SALES



PHOTOSHOP



ILLUSTRATOR



LANGUAGES

ENGLISH



TAGALOG



CONTACT

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EDA MARIE GRIO

ADMINISTRATIVE SECRETARY/MARKETING COORDINATOR

PROFILE

I'm an ambitious and focused administrative assistant with strong communication skills. I'm highly organized and dedicated to provide excellent client services while overseeing daily office operations.

WORK EXPERIENCE

ADMINISTRATIVE SECRETARY/MARKETING COORDINATOR

DOMÉ CAFE, KINGDOM OF BAHRAIN

2019-PRESENT

- Inventory Management

Managing & Reconciling of inventory for all four branches in Bahrain

- Data Management

Creating spreadsheets & Data Entry for sales figures & inventory figures

- Office Management/ Bookkeeping

Developing & maintaining filing system, managing stationary & Stock

- Social Media Management

Creating engaging content for social media & collecting user feedback

- Staff Training & Briefing

Briefing, overseeing, supervising the junior staff

- Client/ Vendor Management

Coordinating with the vendors & clients on a daily basis

- Calendar Management

Arranging calls/ meetings with clients & vendors

- Office Management

Ordering Stationary & Stock

DINING ROOM ATTENDANT

DOMÉ CAFE, KINGDOM OF BAHRAIN

2018-2019

SALES & MARKETING OFFICER

STGAM SYSTEMS CORPORATION, PHILIPPINES

2016-2018

EDUCATION

BACHELOR OF SCIENCE IN HOTEL AND RESTAURANT MANAGEMENT

WESTERN INSTITUTE OF TECHNOLOGY

2012-2016

SECONDARY SCHOOLING

TIRING NATIONAL HIGH SCHOOL

2008-2012