

DALHYN MAE LONGAKIT

✉ longakitdalhynmae@gmail.com

☎ 09958858467

📍 181 Sampaguita St, Purok 6 Camp4 San Miguel, Tagum City, Davao
Del Norte PH



OBJECTIVE

I am currently looking for a position as an Executive Assistant that will challenge me to utilize my strong organizational skills, exceptional attention to detail, and proactive approach toward streamlining operations and supporting high-level executives in achieving their objectives.

EXPERIENCE

2019 - 2021

Service Crew

Golden Arches Development Corporation

- Customer service: Assisting customers, addressing inquiries, and providing information about products or services.
- Food and beverage preparation: Taking orders, preparing food or drinks, and ensuring orders are accurate.
- Cleaning and maintenance: Maintaining cleanliness in the workspace, including tables, counters, and other customer areas.
- Cash handling: Processing payments, handling cash registers, and managing transactions.
- Teamwork: Collaborating with other team members to ensure smooth operations and excellent customer service.

2021 - 2022

Customer Representative Agent

Alorica

- Customer Support: Handling customer inquiries, complaints, and providing assistance via phone, email, or chat.
- Technical Support: Assisting customers with technical issues, troubleshooting, and providing solutions for software or hardware problems.
- Multitasking: Managing multiple tasks simultaneously while maintaining accuracy and efficiency.

2022 - 2023

Executive Assistant/Virtual Assistant

Cs Administrative Firm

- Administrative Support: Managing calendars, scheduling meetings, handling emails, and organizing travel arrangements.
- Communication: Acting as a liaison between the executive and internal/external stakeholders, drafting correspondence, and preparing reports.
- Project Coordination: Assisting in project management, tracking deadlines, and ensuring tasks are completed on time.
- Research and Analysis: Conducting research, gathering data, and preparing presentations or summaries for decision-making.
- Confidentiality: Handling sensitive information with discretion and maintaining confidentiality.
- Content Management: Assisting with content creation, social media management, and maintaining websites or blogs.

EDUCATION

2020

Information and Technology

Holy Cross College of Davao

SKILLS

Organizational Skills
Time Management
Communication Skills
Attention to Detail
Adaptability and Flexibility
Confidentiality
Problem-Solving
Technical Proficiency
Initiative and Proactivity
Professionalism
Research Skills
Team Player

REFERENCE

Michelle Bargan - CS Administrative Firm

Administrative Assistant
09758197660

Ivy Viajedor - Golden Arches Development Corporation

Manager
09912057413

Rufino Bargan - Provincial Capitol

Administrative Aide
09950823448