



**LAURAINE IRENA A. ALFECHE**

**CONTACT:**



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**OBJECTIVES:**

**Dedicated and highly organized Office Administrative Assistant with over two years of hands-on experience in managing administrative tasks and enhancing operational efficiency. Proven ability to streamline office processes, coordinate meetings, and provide comprehensive support to executive teams. Seeking a challenging role where my strong organizational and communication skills can contribute to the smooth functioning of the office and facilitate overall productivity.**

**EDUCATIONAL BACKGROUND:**

<b>Tertiary</b>	<b>University of Cebu - Main BSBA Financial Management</b>
	<b>2020 – Present</b>
<b>Secondary</b>	<b>University of Cebu – Pri (SHS)</b>
	<b>2017 – 2020</b>

**Pooc National High School (JHS)**

**2014-2017**

**Primary      Vicenta A. Manreal Elementary School**

**2007 – 2014**

**SKILLS:**

- ▣ Time Management
- ▣ Computer Literate
- ▣ Good Communication Skills

**WORK EXPERIENCE:**

- ▣ Synergy Advantage Inc.  
Office Admin  
2021 – Present
  
- ▣ Synergy Advantage Solutions  
Workforce Management Team  
2023
  
- ▣ Statys Business Solutions Inc.  
Digital Marketing Team  
2021 – 2022