



ABOUT ME

I am a proactive, organized and responsible person, with good interpersonal relationships.

I stand out for good teamwork, quick decision-making and good pressure management. I am looking for a challenging position to keep learning.

CONTACT



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**275 Lucero St., Mabolo,
City of Malolos, Bulacan.**

EDUCATION

- **Centro Escolar University**
Bachelor of Science in Psychology
1995- 2000

JOAM ROSE BINOCAS

WORK EXPERIENCE

Administrative Assistant

Provincial Government of Bulacan 2015 - 2024

- Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.
- Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.
- Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.
- Salaries of different employees in the department.
- In charge of the payrolls of the volunteers and different sectors in the province.
- Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.

SKILLS

- Project Management Tools
- Advanced Administration Software
- Corporate Sales Account Management
- Social Media Management
- Data Entry/ Product Listing
- Filipino/ English Language Proficiency