

# MARIA ARLONNICA J. TUAZON

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## **Summary of Qualifications:**

Able to thrive in a fast-paced environment that involves managing multiple tasks simultaneously. Fast learner who loves challenges and can adapt well to new situations. Can handle pressure, self-motivated, can work well with minimum supervision. Goal oriented person. Ability to exercise sound judgment in decision making that is beneficial to the company with a firm adherence to values (integrity, reliability, trustworthiness). Proficient in Microsoft applications: Word, Excel, PowerPoint, Visual Basic. Has knowledge in Java, HTML, Microsoft SQL, and MS Windows Application Trainer.

## **Relevant Experience:**

### **Office Manager**

**TRUST South LA –Los Angeles**

**2019 to Present**

- Worked with the Community Development Director to restructure TRUST's community member online database Sales force.
- Support TRUST's Community Organizers with producing member reports of recent community events to lead phone canvassing initiatives
- Provide administrative and clerical support as well as digitally archive TRUST related publications
- Social Media and Website management.
- Support Finance Director in maintaining Accounting and Personnel files. Prepared outgoing check vouchers and invoices.
- Monitor and keep inventory of office supplies and order supplies as needed.
- Maintain and update TRUST's community member files.
- Scanned and archived office documents, sign in sheets and member records.
- Sends out and edits the monthly Newsletter.

### **Consultant Marketing**

**Yucatan Foods, LP –Los Angeles**

**2014 to April 2020**

- Prepared a coupon redemption report including summaries of the redemption per SKU.
- Provided coupon analysis as to demographic redemption, redemption per brand and SKU.
- Provides other reports needed by Marketing.

**Administrative Manager & Executive Assistant to the CIO**  
**Information Technology Department, Security Bank Corporation Philippines**  
**2001 to 2011**

Duties & Responsibilities

- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Ensures the timely submission of projects from concerned personnel to comply with the CIO's report requirements.
- Prepares Management reports for the Executive Office.
- Monitors the adherence of IT personnel to the rules and procedures of the department. Reports to the CIO all work related issues concerning the personnel.
- Encodes personnel's leave and overtime work with HR timely.
- Coordinates and manages the schedule of the CIO and IT managers.
- File Management regarding the systems of the IT department.
- Manages the release of files as well as the incoming and outgoing documents of the IT group.
- Addresses and handles all payroll queries and complaints of personnel.
- Prepares and releases the monthly IT bulletin to the bank.
- Makes travel arrangements and prepares Itineraries for the CIO and department heads.

Education:

Bachelor of Science in Commerce- Major in Management- St. Paul College of Manila  
Philippines – 1998

Certificate (Java Programming) Short Course -2005