

Jovelle Claude Baldomero

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Concepcion, Belison, Antique

ADMINISTRATIVE ASSISTANT

Highly organized and detail-oriented administrative professional with experience supporting executives and teams in daily operations. Skilled in handling confidential documents, and preparing reports. Proficient in office software such as Microsoft Office Suite and Google Workspace. Adept at multitasking, managing office communications, and ensuring smooth office operations to improve efficiency.

KEY COMPETENCIES

- Organization and Time Management
 - Attention to Detail
 - Technology Proficiency
 - Multitasking
 - Confidentiality
 - Basic Multi media Design
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PROFESSIONAL EXPERIENCE

Municipal Treasurers Office | LGU Belison
Job Order / Administrative Assistant

Dec 2022 - Present

- Facilitation and creation of business permits through online system application, ensuring that clients obtain the necessary documentation for their operations.
 - Issuance of cedula and other Official receipts, providing individuals with the required documentation for legal identification and compliance with regulatory requirements.
 - Oversee Application process for fidelity bonds on behalf of employees, ensuring comprehensive coverage and compliance with organizational and industry standards.
 - Responded to daily inquiries and requests within mandated timeframe to meet deadlines.
 - Verified accuracy of data entered into system, ensuring all information is correct and up-to-date.
 - Juggled numerous encoding tasks while maintaining high level of productivity.
 - Gathered and documented statistical information to generate reports.
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EDUCATION

Bachelor of Science in Information Technology
University of Antique | 2018 - 2022

ICT Senior High School
Belison National School | 2016 - 2018

PORTFOLIO

<https://jcbaldomero.github.io/JcPortfolio/>