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|  |  | STEPHANAS D. FADRIQUELA |
| OBJECTIVEs My goal is to obtain a challenging  and dynamic property management opportunity that will drive me to fully utilize and expand my skillset, which include strong organizational skill, ability to handle all issues related to property and contribute to the growth of the company.  **PROFILE**  **Date of Birth:** November 04, 1997  **Civil Status:** Single Contact **PHONE:** 09196053577  **EMAIL:** [stephanasfadriquela04@gmail.com](mailto:stephanasfadriquela04@gmail.com)  **ACHIEVEMENT**  **DEAN’S LISTER ACADEMIC YEAR:**  **2016 – 2017**  **2017 – 2018**  **2019 – 2020**  **LIFE ASSISTANCE FOR NEIGHBORS IN-NEED SCHOLARSHIP:**  **2016 - 2020**  **SEMINARS ATTENDED**  **Baptist Heritage Youth Convention**  (May 1-3 2018)  **Mathematics Society**  (October 9, 2019)  **Financial Literacy**  (October 23, 2019)  **SKILLS**  -Ability to learn and understand new concept immediately  -Able to do task accurately on the given time  -Proficiency with (MS word, power point, excel)  -Communication skills (English language)  -Able to handle and understand the concern of the tenants, unit owners.  -Contributes to team effort by accomplishing related results as needed. |  | EDUCATIONUNIVERSITY OF MAKATI 2016 - 2020  BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN BUILDING AND PROPERTY MANAGEMENT  **UNIVERSITY OF MAKATI**  2014 - 2016  SENIOR HIGH SCHOOL, ELECTIVE IN CONTACT CENTER SERVICES  **FORT BONIFACIO HIGH SCHOOL/ ELEMENTARY**  2010 - 2014 / 2004 - 2010 INTERNSHIP EXPERIENCE **FIRST OCEANIC PROPERTY MANAGEMENT**  **1st semester ONE MCKINLEY PLACE**  -Provides administrative support to ensure efficient operation of office.  -Answers phone calls, schedules meetings and support visitors.  -Carries out administrative duties such as filing, typing, copying, binding, scanning. JONES LANG LASALLE2nd semester Picadilly Star -Supports team by performing tasks related to organization and strong communication  -Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment.  -Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.  **HARTE HANKS**  **Senior High School Elective Internship**  -Resolve customer complaints via phone, email.  -Use telephone to reach out customers and verify account information.  -Advise on company information.  -Inform customer of deals and policy CHARACTER REFERENCE Jaselle Sevilla  **Sales Staff**  09954187277  Guzent Inc.  Cheska Allaine Alipio  **Sustainability Consultant**  09499556062  Barone International  .  Dave Marsh P. Ferrer  **Senior Accountant**  09950973317  Medpro Medical Supplies Inc. |