



MAUREEN ANTE

Address: Amihan Village, Brgy. Balagtas, Batangs City Batangas
Phone: +63 (966) 473-9880
Email: antemaureen@gmail.com

SUMMARY

Detail-oriented and highly organized Criminology graduate from Batangas State University, seeking an administrative role to leverage strong communication, organizational, and problem-solving skills. Proven ability to manage multiple tasks efficiently, support cross-functional teams, and contribute to smooth office operations. Committed to maintaining a high level of professionalism and ensuring operational efficiency.

WORK EXPERIENCE

Nursing Aide, Mamburao Health Office - Occidental Mindoro **Jul 2021 - Feb 2022**

- Assisted nurses on duty in providing healthcare services to COVID-19 patients.
- Monitored patient conditions and reported any changes to the nursing staff.
- Supported daily patient care tasks, including hygiene assistance and mobility support.
- Maintained a clean and safe environment within the COVID facility.
- Ensured compliance with health and safety protocols to prevent cross-contamination.

Admin Assistant, Provincial Governor’s Office - Occidental Mindoro (DOLE General Internship Program) **Apr 2024 - April 2025**

- Prepared and processed cash advances, ensuring accurate documentation and timely disbursement.
- Handled reimbursement requests by verifying receipts and supporting documents for compliance.
- Oversaw procurement activities, including drafting and reviewing purchase requests and purchase orders.
- Contributed to the development and updating of the Project Procurement Management Plan (PPMP), aligning procurement strategies with project goals and budget allocations.
- Handled PhilGEPS-related transactions, including Bid posting, supplier coordination, and monitoring of procurement notices.
- Receive and evaluate the Abstract of Canvass, record them in the Document Tracking System (OksiPGO Website), and coordinate their forwarding to the appropriate offices.

Document Controller/Site Warehouse Manager - Renesource Inc. **May 2025 - July 2025**

- Manage and Control project documents such as drawings, permit, and reports.
- Maintain accurate inventory records and stock levels
- Receive, inspect, and store materials and equipment on-site.
- Ensure all documents are properly filed and accessible to relevant personnel.
- Track document revisions and maintain version control
- Conduct regular stocktaking and reconciliation
- Coordinate with procurement and logistics for timely deliveries
- Distribute and retrieve documents according to project workflows.
- Support site team with document templates and formatting.
- Ensure compliance with document management standards and procedures.
- Archive completed project documents for future reference.
- Maintain Confidentiality and Security of sensitive information

- Prepare billing, invoicing, and monitoring.
- Verify billing details in compliance with company policies.

EDUCATION

Bachelor of Science in Criminology

Aug 2019 - Jul 2023

Batangas State University - TNEU

12 Rizal Ave, Poblacion, Batangas, 4200

Batangas

ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets), Proficient in Computer Applications.
- **Languages:** English, Tagalog.

REFERENCES

Majona Ramos

Private Secretary

Phone: +63 946 7409 985

Blessie Cutaran

Administrative Assistant

Phone: +63 975 7909 466