



# KATRINA S. AMONARES

## PROFILE SUMMARY

I am highly organized and detail-oriented providing remote Administrative support to professionals and businesses. My expertise lies in managing calendars, coordinating meetings, and handling various administrative task with efficiency and precision. I am proficient in using microsoft.

I am dedicated to helping clients achieve their goals by taking care of their administrative needs.

## CONTACT

☎ 09166966356

✉ katrinaamonares@gmail.com

📍 Bacolod City, Negros Occidental

## EDUCATION

2015 - 2019

UNIVERSITY OF ST. LA SALLE

- Bachelor of Business Administration  
Major in Operations Management  
with Human Resource Certificate

2011 - 2015

NEGROS OCCIDENTAL HIGH SCHOOL

2006 - 2011

A. BONIFACIO ELEM. SCHOOL-I

## SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## REFERENCES

Engr. Mary Jo Anne Cabrera

PDMU Chief

DILG Negros Occidental

09978306882

Raymund Malapitan

Faculty

University of St. La Salle

09324744894

## WORK EXPERIENCE

### Field Validation Team - Processor Department of Agrarian Reform

March 2024 - October 2024

- Ensures that all documents such as copy of CCLOA, list of co-owners, approved ARB master list, approved subdivision plan, lot allocation agreement, notice of meeting are complete prior and during to the conduct of the field validation by the FVT;
- Prepares Individual Land Distribution Folders;
- Assist in the generation, registration and issuance of individual computerized title (eTitle);
- As member of the team, assist the Licensed Engineer in the conduct of relocation survey;
- Ensure that appropriate carper lad Forms are signed and approved;
- Assist in the encoding and uploading data gathered from the field validation.

### Administrative Assistant

February 2022 - December 2023

### Department of the Interior and Local Government

- Receiving, recording, releasing and routing of documents;
- Provide assistance in maintaining a record and filing system.
- Assists in the encoding of Project documents and reports ( e.g. accomplishment reports, briefers, presentation)
- Administrative support

### Contact Tracer

October 2020 - December 2021

### Department of the Interior and Local Government

- Conduct case interviews, profiling, and perform an initial public health risk assessment of COVID-19 cases and their identified close contacts.
- Ensure accurate, up-to-date records of contacts/action by completion of relevant records and compliance with team handover procedures.

### Receptionist

September 2019 - August 2020

### Skin Experts Medical Group

- Answering and routing calls
- Managing front desk
- Appointment Scheduling
- Administrative Support