



VON ANDRE BALAORO

ADMINISTRATIVE ASSISTANT II



San Francisco , Bulan, 4706, Philippines



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ABOUT ME

Highly motivated Administrative Assistant II with 5 years of dedicated experience serving the Local Government Unit. Demonstrated expertise in providing advanced administrative, clerical, and organizational support to ensure efficient operations , along with experience as a Data Annotator at a leading international company. Proven ability to handle sensitive documents, coordinate complex schedules, and effectively support staff with minimal supervision, while also leveraging strong attention to detail in data labeling for Machine Learning systems. Eager to bring a unique combination of administrative proficiency and technical data integrity skills to contribute to an organization's success and growth.

SKILLS

- DATA ENTRY
- ADAPTABILITY
- TIME MANAGEMENT
- PROFESSIONALISM
- CALENDAR MANAGEMENT
- ORGANIZATION SKILLS
- DATA ENTRY
- TEAMWORK
- ADAPTABILITY
- SUPERVISORY

WORK EXPERIENCE

LOCAL
GOVERNMENT UNIT
Bulan
Apr 2020 - Aug 2025

Administrative Assistant II

The Administrative Assistant II provides advanced administrative, clerical, and organizational support to ensure the efficient operation of the office. The role involves handling sensitive documents, coordinating schedules, assisting in office management, and supporting department staff with minimal supervision. The position requires strong communication skills, attention to detail, and the ability to manage multiple tasks simultaneously.

TELUS
INTERNATIONAL
Bulan
Sep 2025 - Nov 2025

Data Annotator

Labeled and tagged diverse datasets (images, text, audio) with precision to train Machine Learning (ML) models and Artificial Intelligence (AI) systems. Ensured data quality and high accuracy by meticulously applying project-specific annotation guidelines. Contributed to the integrity of large datasets, which are critical inputs for successful AI algorithm performance.

EDUCATION

SORSOGON STATE
UNIVERSITY
Bulan
2014

Bachelor

Graduated with a degree of Bachelor of Technical Teacher Education focusing on Teaching and Automotive Technology.I am a Licensed Professional Teacher.

DRIVING LICENSE

Driving license category
Non Professional