

MARK A. MEJICA

ASSISTANT NURSE

+63 915 068 9133
(032) 505 5310

mejica87@yahoo.com
Liloan Cebu Phil



OBJECTIVE

Looking for Administrative Assistant position in a prestigious company where my exceptional ability to prioritize, organize, and effectively communicate with all levels of staff will be valuable in providing outstanding administrative support to the company's management personnel.

EXPERIENCES

ADMINISTRATIVE ASSISTANT

Al Hokair Group - Food & Restaurants Division
September 2019 - September 2021

JOB RESPONSIBILITIES

- Organize and schedule meetings and appointments
- Produce and distribute correspondence memos, letters, faxes and forms
- Develop and maintain a filing system
- Submit and reconcile expense reports
- Research and creates presentations
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for senior managers
- Write letters and emails on behalf of the Director or other Staff.
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Oversee and supervise the work of junior staff
- Maintain up-to-date employee holiday records
- Contribute to team effort by accomplishing related results as needed

EDUCATION

BACHELOR OF SCIENCE IN NURSING

UNIVERSITY OF SAN CARLOS
June 2005 - April 2009

ASSOCIATE IN COMPUTER SCIENCE

UNIVERSITY OF SAN CARLOS
June 2004 - June 2005

TRAININGS

CAREER WORKSHOP

LDS Employment Resource Center, Ayala
Life FGU Center

ENGLISH LANGUAGE PROFICIENCY TRAINING

LSI TESDA Cebu

CLEAN ROOM SAFETY & PROTOCOL

Advanced Nanofabrication Core Lab
KAUST

LABORATORY SAFETY TRAINING

King Abdullah University of Science and
Technology

PREVIOUS EXPERIENCES

ADMINISTRATIVE ASSISTANT

The Cambridge School Qatar

April 2017 - April 2019

JOB RESPONSIBILITIES

- Acts as assistant to assigned school site principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the school principal of routine administrative functions not requiring his/her immediate attention.
- Directs and coordinates the work of office personnel to meet established timelines; assists in the performance of a wide variety of the more difficult clerical assignments.
- Takes and/or transcribes dictation of letters, memoranda, and other documents.
- Maintains confidential files and appointment schedule for assigned principal; setting up and arranging meetings and conferences.
- Acts as resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site.
- Arranges for and assigns substitutes to fill teachers' absences, both full and partial days, to ensure adequate classroom coverage.
- Collects necessary information and maintains a variety of logs and records related to certificated and classified employees, personnel transactions, timesheets, absences, etc., as well as substitute logs and records.
- Attends various meetings; taking notes and preparing minutes.
- Distributes materials and information to teachers, students, and other staff members and ensures timely responses.
- Performs related duties as required.

ADMINISTRATIVE ASSISTANT

King Abdullah University of Science & Technology

June 2012 - August 2016

JOB RESPONSIBILITIES

- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
- Answer telephones, direct calls and take messages.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Complete and mail bills, contracts, policies, invoices, or checks.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Compute, record, and proofread data and other information, such as records or reports.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.

EXPERIENCES CONT...

TECHNICAL SUPPORT REPRESENTATIVE

Kudo Support Inc.
April 2011 - October 2011

JOB RESPONSIBILITIES

- Provide email and chat support to new members that want to register
- Inform new members about the best payment methods available in their respective countries.
- Provide guidance to new members that are not well informed on how to start.
- Escalate technical tickets to the appropriate technical support parties.
- Make quick and accurate responses to members that issue common queries.
- Solve payment related problems of our customers.

SALES CLERK

S.L. APPLIANCE CENTRUM
July 2010 - March 2011

JOB RESPONSIBILITIES

- Perform basic retail tasks such as operating cash registers.
- Maintaining an orderly store and helping customers.
- Build rapport with customers and provide them with genuine guidance and support.
- Suggest upsell items to customers based on the items they have chosen.

PRODUCTION ASSOCIATE

Innodata Knowledge Services Inc.
October 2009 - May 2010

JOB RESPONSIBILITIES

- Provided abstract and the appropriate indexing terms according to client's specifications by analysing the content of the source material.

CHARACTER REFERENCE

Character references available upon request.