NINA RUMBINES

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Professional Summary:

Nina Rumbines has over 3 years of administrative assistant experience working for the University of the Philippines Concert Chorus, Sipat Lawin Inc, Steps Styles and Spotlights, and Prowave Media. Her exceptional administrative and customer service skills include: organizing events, productions, meetings, agendas, research and data entry, updating records, editing documents and preparing presentations. She also has the ability to multi-task and navigate through various software applications. Along with her office skills, she exemplifies great enthusiasm and superior communication skills along with competent, reliable customer service and leadership skills.

Technical Summary:

Any brand PC, Macintosh, Microsoft Office 2011 (Word, Excel, Outlook, and PowerPoint), Adobe CS5 (Photoshop), Windows Movie Maker, all scanners and printers, all fax machines.

Education:

Bachelor of Arts in European Languages, Major in German and Minor in Spanish, at the University of the Philippines in Quezon City, graduated on April 2011.

Detailed Work Experience:

Prowave Media, Production Coordinator, Union City, CA from April 2011 to September 2011 (End of Assignment)

As a Production Coordinator for the TV Show "Power ng Pinoy" by Prowave Media, the responsibilities included: coordinating taping dates with production team and guests, updating guest and production database, filing documents and organizing production schedule, assisting in sales operations and marketing, making outbound calls and logging sponsorship information, designing marketing kits, team invitations and online posters, managing team booth during outdoor events, researching background information of guests, collecting guest materials, assisting in makeup and touch up of each guest and host.

Steps, Styles and Spotlights, Assistant, Union City, CA from June 2011 to September 2011 (End of Assignment)

As an assistant to the Director and Owner, the responsibilities included: data entry, online researching, managing company email, assisting the director in event preparations, arranging flower designs and setting up decorations, designing invitations, brochures and cd covers, printing and mailing documents, coordinating party activities and ensuring behind-the-scenes party activities such as music and microphone set-up were kept in order and prepared.

Sipat Lawin Ensemble Inc., Executive Assistant, Quezon City, Philippines from June 2010 to December 2011 (Focus on studies)

As an executive assistant, the responsibilities included: data entry, organizing company events, meetings and calendar, assisting the director in productions, managing paper works, handling receipts, designing posters, brochures, and invitations, handling tax documents and business forms required to maintain business operation.

Friends of Korus Foundation Inc. & University of the Philippines Concert Chorus, Secretary, Quezon City, Philippines from June 2008 to March 2009 (Finished term)

As a Secretary to the Foundation and the University of the Philippines Concert Chorus, the responsibilities included: organizing and updating rehearsal schedules, coordinating meetings with choir members and executive committee, taking meeting minutes, handling and keeping company travel documents during tours, assisting with production and tour planning, utilizing skills in German by introducing choir to large audiences in Germany.