

# Christian Joshua Robica Macale

cjrobicamacale@gmail.com  
0946 351 9434  
Bulacan, Philippines

## Summary

Highly organized Administrative and Virtual Assistant with over 3 years of experience supporting government health programs, managing office operations, handling budgets, and delivering excellent customer service. Skilled in project coordination, data entry, document management, and calendar/email administration. Proven ability to manage multi-million peso budgets with 100% compliance. Licensed Basic Life Support (BLS) provider.

---

## Experience

### AI trainer

Online Helper 04/2024 - 11/2025

- Contributed to AI model training tasks including data labeling, quality assurance, and content evaluation.
- Ensured accuracy and consistency of assigned datasets.
- Performed administrative and documentation tasks required for project completion.

### Administrative Assistant III

Department of Health (MMCHD) 09/2021 - 09/2023

- Coordinated program activities and supported administrative operations for multiple health programs.
- Prepared reports, memos, and documentation for inter-office and regional communications.
- Managed a PHP 6X,XXX,XXX budget with 100% compliance with financial guidelines.
- Monitored budget utilization (2023: 97.7%, 2022: 96.17%).
- Conducted data entry, inventory tracking, and document filing.

### Health Program Officer I

Department of Health (MMCHD) 09/2020 - 09/2021

- Assisted in planning, implementing, and monitoring health program activities. – Generated data-driven reports and provided administrative support to program managers. – Coordinated meetings, events, and stakeholder communications.

### Administrative Assistant I

Department of Health (NCRO) 08/2018 - 08/2019

- Provided clerical and administrative support including data entry, records management, and correspondence.
- Supported office operations to ensure timely processing of documents and reports.

---

## Skills

Administrative Support & Office Management, Virtual Assistance, Calendar & Email Management, Data Entry & Database Updating, Records Management, Project Coordination, Budget Monitoring & Reporting, Spreadsheet Management (Excel/Google Sheets), Online Research & Documentation, Customer Service, Financial Compliance, Report Writing & Presentation Preparation

---

## Education

### Business Management

