

Christian Joshua Robica Macale

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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.
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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

