

EXPERIENCE

*June 2017 – Nov 2018*

**Office Manager**

*ABC Retail Store*

* Developed a filling system adopted by other branches
* Decreased office spending by streamlining inventory processes.

*Dec 2018 – May 2019*

**Administrative Assistant**

*New World Ventures*

* Chosen as best new employee of the year in 2019.
* Linked the company to training programs that enhanced customer service.

EDUCATION

*2015 – 2019*

Far Eastern University

Bachelor of Science

In Business Administration

CONTACT

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SKILLS

* Employee management &Teambuilding
* Staff Training & Leadership
* Inventory Supervision
* Spreadsheet & Database Building
* Documents Management

Dedicated Office Manager with over two years of work experience in administrative and technical tasks. Support executive duties by building strategies in boosting productivity, employee motivation, and customer satisfaction.

ALEX FAJARDO