

Raechelle B. Andrade

#1330 General Lim St.
Calamba City, Laguna
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SKILLS

- Computer literate, proficient in MS Windows, Excel, Word, and PowerPoint.
- Excellent interpersonal and communication
- Analytical and organizational skills

EXPERIENCE

Mr. Jadh Ong, Eastwood, QC - *Video Editor*

April 2020 - May 2021

- Cutting, Compiling, and Adding visual effects

Mr. Jadh Ong, Eastwood, QC - *Personal Assistant*

August 2023 - December 2023

- Provide professional support
- Maintain accurate and confidential records
- Receiving and sending Emails
- Arranging appointments
- Open, read, route, and distribute incoming mail and other materials.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals

EDUCATION

City College of Calamba, Burgos St. - *BSCS* 2021 - PRESENT

St. John Colleges, Chipeco Ave. - *STEM* 2005 - 2020

- Elementary (Achiever)
- Junior High School (Achiever)
- Senior High School (With Honors, Loyalty Award)