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FRANZ F. CIMENI

OBJECTIVE

Seeking a Virtual Assistant position where I can utilize my previous experience in several related fields, such as working as a Committee Secretariat for 2 years, in addition to being an Administrative Clerk for almost 3 years.

Relevant Work Experience

DBP-Service Corporation — Administrative Clerk

DECEMBER 2019 - PRESENT

- Assists in the processing and filing of documents (records coordinator).
- Assists in drafting letters and correspondences.
- Assists in the issuance, turn-over, and transfer of movable assets/properties.
- Assisted in organizing and arrangements of schedules and meetings;
- Assists in the annual conduct of physical inventory of movable assets/properties.

Special Order/Committees:

- TWG Member, BAC for Infrastructure (July 2022 to Present)
- Secretariat Member, BAC for Infrastructure (September 2020 to July 2022)
- Secretariat Member, BAC for Disposal, and Disposal Committee (October 2021)
- Secretariat Member, SBAC for National Fiber Backbone Phase 1 (February 2021)

YCSE Korea, Remote — Mobile App Developer Intern

FEBRUARY 2019 - AUGUST 2019

- Assists in the development of mobile applications using React Native library.

Upwork, Remote — Virtual Assistant

MARCH 2017 - MAY 2017

- Data search and encoding of transportation companies.

Economic Enterprise Development and Management Office, Iligan — Office Clerk

AUGUST 2014 - JUNE 2015

- Assists in performing general administrative tasks.

Education

Mindanao State University - Iligan Institute of Technology, Iligan

B.S. in STATISTICS (2009 to 2014)

Volunteer Work

Covid-19 Mega Swabbing Center, Mall of Asia Arena, Pasay

Assistant Coordinator (May 2020 - Aug 2020)

Software/Web Applications / Tools

- Google Suite (Docs, Sheet, Slides, Calendar)
- Microsoft Office (Docs, Word, Powerpoint)
- Google Analytics
- Smartsheet
- HTML
- Markdown

Trainings

- SMARTSHEET END USER TRAINING WORKSHOP by KOLLAB GURU - Jan. 21, 2021;
- BASIC WEB DEVELOPMENT by GROUND GURUS - Sept 28, 2021;
- INTRODUCTION TO CLOUD COMPUTING by GROUND GURUS - June 12, 2021;
- GOOGLE SUITE REFRESHER TRAINING by KOLLAB GURUS - Aug. 25, 2020

I hereby affirm that the above-written particulars are true to the best of my knowledge and ability.

FRANZ F. CIMENI