



# KATHLEEN FAYE F. SUAREZ

## CONTACT

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[LinkedIn Profile](#)

[Link to my Portfolio](#)

## EDUCATION

### Southwestern Institute of Business and Technology

Bachelor of Science in Information  
Technology  
2024-2025

## SKILLS

- Proactive
- Data Entry
- Email Management
- Time Management
- Project Management
- Basic Accounting
- Adaptability and Reliability
- Organizational Skill
- Problem Solving
- CRM Platforms
- Basic Programming using
- HTML, CSS, PHP

## LANGUAGE

English

Filipino - Tagalog

## ABOUT ME

Tech-savvy BSIT degree holder who is quick to learn, adaptable, and skilled in email management, data entry, appointment scheduling, project management and proficient in using CRM systems. Reliable, , organize, resourceful, detail-oriented, and eager to grow in a fast-paced, dynamic work environment. Can work independently with minimal supervision.

## EXPERIENCE

**Administrative Assistant- Supply Office** 2021-2023  
**Southwestern Institute of Business and Technology, Inc.**

- Manage Property Maintenance, Inventories, Computer System Troubleshooting, Email Handling, Appointment Setting, Calendar Management, Project Management, as well as Central Supply Room Operations.

**Library Services Assistant** 2023 - 2025  
**Southwestern Institute of Business and Technology, Inc.**

- Manage Book Inventory, Book Shelving, OPAC Encoding, Book Accessioning, Customer Service, Borrowing and Returning of Books and Other Library Operations.

**On the Job Trainee (General Ledger Tasks Department)** 2024- 2025  
**All Transport Network, Inc.**

- Manage Financial Transactions, Preparing financial statements, Conducting audits, Email Handling, Reconciling financial accounts, Ensuring adherence to financial regulations, Maintaining financial data and documentation, Preparing journal entries, Assisting in budget and forecast preparation and other General Ledger Transaction Operations.

## TOOLS & PLATFORMS

- Microsoft 365 Office
- Google Workspace
- Canva
- Slack & Zoom
- Trello, Asana & Notion
- Zoho, Zendesk & Hubspot
- XAMPP Control Panel
- Troubleshooting & Networking
- GitHub

## REFERENCES

**Gerardo H. Miciano Jr.**  
Program Coordinator  
Phone: 09912156098  
Email: irard.miciano@gmail.com

**Mely B. Roxas**  
Accounting Coordinator II (OJT Supervisor)  
Phone: 09285241210  
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**Jennifer G. Manrique**  
Admin Staff  
Phone: 09487296141  
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