



# NELSON ESCUTON

ADMIN MANAGER

## PROFESSIONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable Virtual Assistant campaigns.

## ACADEMIC BACKGROUND

### University of Makati

Bachelor of Science in Management  
Graduated 1990

## CONTACT DETAILS:

Telephone: (02) 555-1378

Email: nelescuton@gmail.com

Address: U111 MB28, PDS Ave., Ususan,  
Taguig City

## TECHNICAL & SOFT SKILLS

- Filing/Paper Management
- Bookkeeping
- Customer service skills
- Research skills
- Communication skills
- Flexibility
- Organization and planning

## CAREER HISTORY

### Admin Manager

Maxicool Industries & Contracting Corp.

*April 2010 - present*

- Monitor personnel performance.
- Manages Human Resource and Development
- Participates in client presentations

### Admin Officer

Maxicool Industries & Contracting Corp.

*April 2003 - 2010*

- Participate in the preparation of semi-monthly payroll
- Prepares and submit necessary documents of the company's for accreditation

### Data Encoder

Innodata Philippines Inc.

*February 1993 - December 2000*

- Creates an electronic file of various legal cases under the Law Office Information System (LOIS)
- Encodes, proof-reads, formats, and compiles data