

LANCE IVAN VENTILACION



CONTACT

☎ 63+ 915 312 7780

✉ lanceivan149@gmail.com

📍 14792 Balaba ph 2, Dau
Mabalacat, Pampanga

SKILLS

- Project Management
- Photo Editing
- Teamwork
- Leadership
- Effective Communication
- Critical Thinking
- Strong Organizational and
Time Management Skills
- Microsoft Office proficient

LANGUAGES

- English (Fluent)
- Filipino (Fluent)



PROFILE

Motivated and detail-oriented Administrative Assistant with 1 year of experience supporting day-to-day office operations. Skilled in organizing files, managing schedules, handling correspondence, and providing efficient administrative support to teams and supervisors. Adept at multitasking, maintaining confidentiality, and ensuring smooth workflow in fast-paced environments. Proficient in Microsoft Office and experienced in maintaining a professional and organized office setting. Committed to delivering high-quality work and contributing to team success.



JOB EXPERIENCE

2024 - 2025

Dyna Group of Companies

Admin Assistant

Roles:

Scheduling:

Creating and maintaining calendars, scheduling appointments, meetings, and travel arrangements.

Record Keeping:

Organizing and maintaining files, databases, and office supplies inventory.

Document Preparation:

Preparing and editing documents, presentations, and reports.

Supporting Staff:

Providing assistance to team members with administrative tasks and coordination.

Cafe Itaewon

2025 - 2025

Barista

Roles:

Beverage Preparation:

Prepares and serves a range of coffee and tea beverages, including espresso drinks, lattes, cappuccinos, and specialty drinks, following established recipes and techniques.

Customer Service:

Interacts with customers, take orders, handle payments, and provide recommendations about menu items and brewing methods.

Inventory Management:

Involved in restocking supplies, such as coffee beans, cups, and condiments, and monitoring inventory levels.